

Format for submitting of application to other Departments through Proper Channel

To
The Director,
Institute of Minerals & Materials Technology,
Bhubaneswar-751013

Sir,

I request you to forward my enclosed application for the post of _____ in the Pay Band with Grade Pay _____ under the department of _____ against their advertisement No. _____ published in the news paper / website _____ dated _____ (cutting enclosed), so as to reach them on or before _____.

Yours faithfully,

Name in capital letters:

Designation:

I.D. No:

Date:

For use by the Head of Division/Section

1. I recommend / do not recommend for forwardal of application
2. The candidate has / has not enclosed the advertisement cutting.
3. He / She fulfil / does not fulfil the advertised qualification / experience etc
4. He / She will be relieved of his / her present post only when a substitute is appointed after one month immediately

Signature of the Director*/Head of the Divn./Section
*(applicable to chief scientist only)

For use by the Office (Vigilance Section)

No Vigilance case / disciplinary case / contemplated is pending against him.

Section Officer (Vigilance)

Establishment Section

1. This is his / her first /second / third application within the CSIR / Outside the CSIR during the current year
2. He / She has joined this Institute on _____ and is still on probation up to _____
He / She has completed his / her probation satisfactorily as on _____
3. His / Her application may be forwarded on immediate absorption basis subjects to the condition that in the event of his / her selection to the post applied for he /she will have to resign from his /her post in IMMT, Bhubaneswar.

Submitted for approval please

Dealing Asstt.

Section Officer (Estt.)

Administrative Officer

Director