



অসম বিশ্ববিদ্যালয় সিলচর  
ASSAM UNIVERSITY SILCHAR

**Request for Forwarding of Application for Outside Employment**

1. Name of the applicant : \_\_\_\_\_
2. Name of the Department : \_\_\_\_\_
3. Present Designation : \_\_\_\_\_
4. Date of joining : \_\_\_\_\_
5. Date of completion of probation : \_\_\_\_\_
6. Name of the institution where applied : \_\_\_\_\_
7. Name of the post applied for (along with department, if any) : \_\_\_\_\_
8. Advertisement Number along with Date : \_\_\_\_\_  
**(Attach a complete copy of the advertisement with the full details of the post/position along with the complete copy of the filled-in application form of the institute)**
9. Last date of receipt of application by the institution : \_\_\_\_\_
10. Full Address of the receiver to whom the forwarding of application has to be sent :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pin -

I certify that the particulars given above are correct to the best of my knowledge and belief.

**Full Signature of the Employee with date**

**Recommendation**

- Recommended
- Recommended with a condition (please specify) :  
\_\_\_\_\_
- Not recommended

Signature of Dean of School  
(with date and Seal)  
Memo No.

- Recommended
- Recommended with a condition (please specify) :  
\_\_\_\_\_
- Not recommended

Signature of the Head of the Department  
(with date and Seal)  
Memo No.

**NB : The applicant must fill up the form and should enclose all relevant and required papers/forms etc., along with the application in systematic manner and submit through proper channel.**