



ASSAM UNIVERSITY  
(A Central University)  
Silchar 788011  
Assam, India

অসম বিশ্ববিদ্যালয়  
(এক কেন্দ্রীয় বিশ্ববিদ্যালয়)  
সিলচর 788011  
অসম ৰাজ্য

Date: 11.09.2017

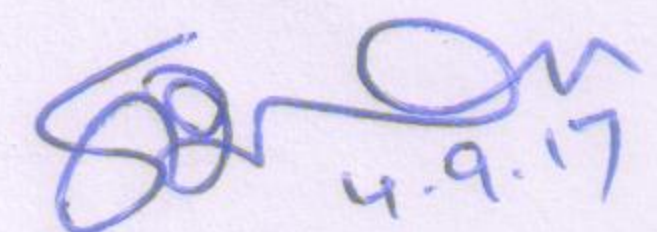
**ESTABLISHMENT - II**  
**CIRCULAR**

**Sub :- Forwarding of application for outside employment**

All the faculty members are hereby informed that in order to submit an application for forwarding for outside employment, the following guidelines must be adhered :-

- The application must be routed through proper channel, i.e., with the recommendation of the concerned Head of the Department & Dean of the School with their seal.
- The application must be submitted to the office of the Registrar, AUS in the prescribed format available in the University official website with a copy of the filled in application form, either in duplicate or original and a **copy of the complete advertisement** where the name of the post with the Department to be applied are clearly mentioned. In case of online application, a printed copy of the filled in application form must be submitted for approval of authority. **The application(s) must reach the office of the Registrar well in advance, at least 15 working days before the closing date of the advertisement, but in no case after that, so as to reach the institute at the earliest.**
- Forwarding of application for employment in private organisation is not permissible.
- No Objection Certificate** alongwith forwarding of application will be provided only if it is mentioned as mandatory in the advertisement and **No Objection Certificate** for appearing in the interview will be provided on submission of a copy of the call letter alongwith the application.
- The application for outside employment, unless routed through proper channel, no **NOC** shall be provided either for applying for the post or appearing in the interview and no **Lien** or **EOL** shall be permissible.
- The permissible limit of forwarding of application through proper channel is 4 in one academic session and the number of attempts will be counted according to the last date of submission of application.

**The application(s) for outside employment shall not be considered if the above relevant guidelines are not followed.**

  
4.9.17

Registrar  
Assam University Silchar  
**Assam University**  
**Silchar- 788011**

Copy to:

- All Deans of School for information.
- All Heads of the Departments for information with a request to bring the matter to the notice of all concerned.
- P.S. to VC for kind information of the Vice Chancellor.
- Director, Computer Centre for uploading in the website.

  
Joint Registrar  
(Administration)  
**Assam University, Silchar**  
**PIN-788011**