



IITPKD/Admn./General/2024-25/031

11.11.2024

**CIRCULAR**

**Sub: Instructions on Forwarding of Applications for Outside Employment by Institute Employees**

**Ref:** 1. DoPT OM No.28011/1/2013-Estt (C) dated 23-12-2013 and No.DOPT-1669271204071 dated 24-11-2022.  
2. Circular No. IITPKD/Admn./General/2018-19/005 dated 11.12.2018.

All regular employees of the institute could be given four opportunities in a year to apply for outside posts, except where withholding of any application is considered by the competent authority to be justified in the public interest. Hence, employees shall be issued NOC for outside employment on **FOUR occasions only in a Calendar Year.**

**PROCEDURE TO BE FOLLOWED**

- > Employees shall submit their request for NOC through proper channel, duly forwarded by their respective Controlling Officer/ Head of Department/ Section, to the Administration Section well in advance.
- > While applying for NOC, the employee shall submit the following:
  - ❖ Request for NOC duly forwarded by the respective Controlling Officer/ Head of Department/ Section.
  - ❖ A copy of the advertisement or circular inviting applications.
  - ❖ A copy of the Application Form (online/offline), if already submitted.
- > NOC shall not be issued for applications submitted otherwise than in response to advertisement or circulars inviting applications.
- > In case of requirement of submission of an advance copy of the application, it shall be the responsibility of the employee to submit a copy of the same to the Administration Section before the closing date of the employment notification for the issuance of NOC.
- > NOC shall not be issued to probationers except in case of applications submitted by them before joining the Institute and duly intimated to the Institute at the time of joining.
- > Where an employee desires to apply for a post in a private concern, she/he should submit her/his resignation or notice of retirement, as the case may be, before applying for private employment.
- > NOC shall not be issued if the employee is under suspension; or a charge sheet has been issued/filed in the court; or sanction for prosecution has been accorded; or undergoing a penalty.
- > An employee cannot justly complain of hardship or harsh treatment if her/his application for any other post or employment is withheld.

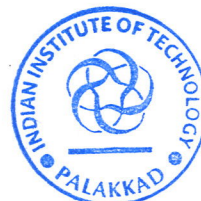
It may be noted that the release of the employee in the event of selection will be as per extant rules of the Institute.

Non-compliance of above may result in non-issuance of NOC by the Institute.

All the previous orders/instructions issued in this regard stand superseded.

**Copy to:**

1. All the regular employees through email
2. Director's Office
3. Registrar's Office



*RK*  
11/11/2024

**Registrar**

कुलसचिव / Registrar

भारतीय प्रौद्योगिकी संस्थान पालक्काड  
Indian Institute of Technology Palakkad.

सहाद्री कैंपस / Sahyadri Campus.

पुदुसेरी पश्चिम / Pudussery West,

पालक्काड, केरल / Palakkad - 678 623, Kerala