



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर  
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

(An Institute of National Importance)  
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Raipur, Date : 04.08.2020

**NOTICE**

A policy for forwarding the applications for employment elsewhere for the teaching and non-teaching staff of the Institute was approved by the Board of Governors of NIT Raipur in the 46<sup>th</sup> meeting held on 07.02.2020. The policy comes into force with immediate effect. A copy of the policy for forwarding the applications for employment elsewhere is attached herewith for ready reference.

This is being issued with the approval of Competent Authority.

  
Registrar  
NIT Raipur

**Copy to:**

1. Director, NIT Raipur for kind information
2. Joint Registrar, NIT Raipur
3. All employees for information

# **POLICY FOR FORWARDING APPLICATIONS FOR EMPLOYMENT ELSEWHERE, FOR NIT RAIPUR TEACHING & NON TEACHING EMPLOYEES**

## **1. INTRODUCTION**

These guidelines relate to forwarding of applications of NIT Raipur Teaching and Non Teaching employees for posts within the Central Government, State Governments, Autonomous/ Statutory Bodies, CPSEs, etc.

It may be noted that in a case in which a particular employee cannot be spared without serious detriment to important work in hand, public interest would justify withholding of his application even if otherwise the application would have been forwarded. It may be added for information that where for good and sufficient reasons an application is withheld no infringement of any Constitutional right is involved.

## **2. GENERAL PRINCIPLES**

- (i) As per the NIT Statute u/s 24 (vii) the applications of the employees of the Institute shall be forwarded for employment outside the Institute only three times in a year in accordance with the procedure specified in Schedule –D (Annexed).
- (ii) Any employee of NIT Raipur who wishes to undergo training or higher studies for one \ year or more outside the Institute will have to submit an undertaking that he/she will serve the Institute for at least the same duration of leave requested for the training or higher studies from the date of his/her joining the Institute after availing such leave. Relieving will not be done during this period even if he / she has applied earlier.
- (iii) Where an employee of NIT Raipur (including a temporary employee) seeks permission, to apply for employment in private business, an industrial firm etc., he/she should submit his/her resignation or notice of retirement, as the case may be, before joining for private employment. He /She cannot complain of hardship if his / her application is withheld. While a person remains in service, the institute can legitimately refuse to surrender its claim on his/her services in favour of a private employer.
- (iv) Whenever an employee of NIT Raipur goes to serve another Govt. Deptt./NIT etc. keeping his/her lien on the post held by him/her in NIT Raipur, he/she will not be entitled to apply for outside job, without prior permission/NOC of NIT Raipur.

- (v) No lien shall be retained for more than 3 years. On completion of three years, the employee shall either come back and take charge of his/her post or resign or take voluntary retirement.
  - (vi) An employee on lien shall remit his/her contribution towards Leave Salary contribution/NPS etc as may be applicable, every month regularly, without waiting for completion of this outside service, as such delay creates lot of administrative/ accounting problems.
  - (vii) An employee if promoted / financially upgraded /appointed and later joined in the Institute will not be given the permission to apply outside the Institute for similar post or higher post for at least next two years. However, the Director, NIT Raipur may relax this in exceptional cases on humanitarian grounds.
  - (viii) All applications should be forwarded through proper channel only, in case of shortage of time, advance copy can be sent with an immediate intimation. The forwarding of such applications from Institute will be as per the rules. No forwarding of application during probation period.
3. Any point not covered by this orders shall be covered by the relevant rules/guidelines of Central Govt. issued from time to time.

**SCHEDULE 'D'**  
[See Statute 24(vii)]

FORWARDING OF APPLICATIONS FOR EMPLOYMENT ELSEWHERE

Applications for employment shall be forwarded only as per the norms approved by the Board of Governors:

All employees are under terms of their service, required to observe following norms for applying for other jobs in Government / private or elsewhere:

**1. General Principles:**

- (i) A permanent employee, having good promotion prospects, is under a normal obligation to devote his energies whole-heartedly to the duties of his post. It will not be unjust if his application for other employment is withheld and not forwarded.
- (ii) Application of a temporary employee should not be withheld unless there are compelling grounds to be recorded and communicated to such temporary employee. Application from a temporary employee, who may have good prospects of being made permanent in due course, should be dealt with on merits.
- (iii) Employees who have been given some technical training at Government / Institute expense, should continue to serve the Institute at least for the bond period and withholding of application in such a case is justifiable. Board may decide the policy in such cases.
- (iv) Where an employee cannot be spared without serious detriment to important work in hand, his application can be withheld.

**2. Application for posts advertised by Union Public Service Commission**

Institute employees can apply directly to posts advertised by Union Public Service Commission but should keep the Head of the Department and Director informed. Subsequently, he should seek the permission for such appointment, but before appearing for the interview.

**3. Posts in the other National Institutes of Technology / Central Universities and other comparable Institutions of Higher Education :**

- (a) The application from permanent employee should accompany with an undertaking that he will either join back to the concerned National Institutes of Technology or resign from post held by him in that National Institute of Technology after 3 years.
- (b) Temporary employee should give an undertaking to resign in the event of his selection and acceptance of the new appointment.

**Foreign assignments against open advertisements:**

- (a) The employee can apply with prior permission of the Chairperson, Board of Governors to be confirmed by the Board of Governors.
- (b) If the time is short, an advance copy can be sent to the concerned agency with a copy to the Chairperson, Board of Governors for approval through proper channel.
- (c) Such employee shall not be considered as an official nominee of National Institute of Technology concerned.

**Posts not Advertised or Circulated.**

The application shall not be forwarded.

**Registration with Employment Exchange.**

Temporary employees can register with permission, but should resign when selected.

**Permanent employee can register:**

- (a) only for higher post under the Government/Public Sector Undertaking / Autonomous Body,
- (b) on production of a No Objection Certificate, from the National Institute of Technology, and
- (c) an undertaking that he will after the completion of three years of joining the new post either rejoin to the concerned National Institute of Technology or resign.

- (d) when an employee rejoins his parent office, he will not be granted a "no objection certificate" for a period of three years to register his name with the Employment Exchange again.

**Employee under Suspension or Charge Sheeted.**

No application should be forwarded if the employee is under suspension or a charge sheet has been issued/filed in the court or sanction for his prosecution has been accorded.

**Employees whose conduct is under investigation.**

An application of an employee whose conduct is under investigation may be forwarded with brief comments on the nature of allegations and with a note that he would not be released if the employee is placed under suspension or a charge sheet is issued / filed in the court or sanction for his prosecution is accorded before his selection.