

MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

PROFORMA TO BE FILLED BY THE EMPLOYEES WHO SEEK EMPLOYMENT ELSEWHERE

1.	Name of the Employee	:	
2.	Designation	:	
3.	Pay Level	:	
4.	Department/Section	:	
5.	Post applied for (<i>A copy of the advertisement along with the application duly filled in/already forwarded should be enclosed</i>)	:	
6.	Whether eligible for the post applied for, as per the minimum eligibility criteria prescribed by the organisation in its advertisement [Yes or No]	:	
7.	Name and full mailing address of the organisation to which the enclosed application is to be sent	:	
8.	Status of the Organisation (<i>Central/State Govt./Autonomous Body/Corporate Body etc.</i>)	:	
9.	Whether advance copy of the application has already been forwarded? If yes, give details as to the date sent	:	
10.	Number of application(s) already sent during the current calendar year [i.e., 1 st January to 31 st December]	:	
11.	Last date of receipt of application in that organisation	:	
12.	Any other remarks	:	

Signature of the EmployeeForwarding note of Dean/HOD/Section Head