



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल – 462003

(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)

Maulana Azad National Institute of Technology Bhopal – 462003

(An Institute of National Importance under Ministry of Education, Government of India)

No. AB/Estt./Gen. Corr./Misc./2026/ 1081

Date : 31.07.2026

NOTICE

Subject : Procedures and format for issuance of :
(i) No Objection Certificate (NOC) for obtaining Indian Passport,
(ii) Grant of permission for private travel outside country.
(iii) Application for Employment outside/within the Institute.

This is to notify all concerned that to streamline the processing mechanism and maintain uniformity in administrative functioning, the existing procedure regarding issuance of No Objection Certificate (NOC) to employees of the Institute for obtaining Indian Passport, grant of permission for private foreign travel and issuance of No Objection Certificate (NOC) to employees of the Institute for Employment outside/within the Institute has been framed.

A copy of the revised Procedures and Format of application for issuance of :

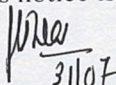
- (i) No Objection Certificate (NOC) to employees of the Institute for obtaining Indian Passport,
- (ii) Grant of permission for private foreign travel; and
- (iii) No Objection Certificate (NOC) to employees of the Institute for Employment outside/within the Institute is enclosed herewith as Annexure-I, Annexure-II and Annexure-III, respectively.

The revised Procedure and Formats shall supersede all the earlier procedures and formats being followed in the Institute on the matter.

All concerned are requested to take note of the above and ensure strict compliance with the approved Revised Procedures & Formats on the above.

These procedures shall take effect from the date of issue of this notice.

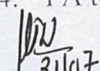
This notice is issued with the approval of the Competent Authority.


31/07
Registrar

Encl. – As above.

Copy to:

1. All Deans/HoDs/HoCs/Section Incharges - for information of all concerned.
2. In-charge, Website - For uploading on the Institute's website.
3. PA to Director - For the kind information of the Director.
4. PA to Registrar - For records.


31/07
Registrar



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Annexure - I

**Procedure for Issuance of No Objection Certificate (NOC) for Application of
Indian Passport by Employees of the Institute**

(i) An employee seeking issuance of NOC for application/renewal of Indian Passport shall be required to submit the request on its prescribed format [Appendix-1].

(ii) The request must be recommended & forwarded by the concerned Head of Department (HoD) / Head of Centre (HoC) / Section Head, as applicable, and forwarded to the Establishment Section for further action.

(iii) The Establishment Section shall examine the request in accordance with applicable rules and Institute norms. The Establishment Section shall also verify and record all relevant service-related details of the employee, including whether:

- Any disciplinary proceedings are pending or contemplated;
- Any criminal case is pending; and
- Any vigilance inquiry is pending or contemplated against the employee.

Thereafter, the matter shall be processed through Personal File of the concerned employee with complete factual details and relevant observations.

(iv) Status of vigilance clearance shall be obtained from the Chief Vigilance Officer (CVO) of the Institute.

(v) On receipt of vigilance status/comments from the CVO, decision of the Competent Authority on the matter shall be obtained regarding issuance of NOC.

(vi) On receipt of approval by the Competent Authority, the No Objection Certificate (NOC) shall be issued by the Establishment Section.



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Annexure - II

Procedure for Grant of Prior Permission for Private Visits Abroad by Employees of the Institute

(i) An employee intending to undertake a private visit abroad shall be required to submit the request on its prescribed format [**Appendix-2**].

(ii) The request must be recommended & forwarded by the concerned Head of Department (HoD) / Head of Centre (HoC) / Section Head, as applicable, and forwarded to the Establishment Section for further action.

(iii) The Establishment Section shall examine the request in accordance with applicable rules and Institute norms. The Establishment Section shall also verify and record all relevant service-related details of the employee, including whether:

- Any disciplinary proceedings are pending or contemplated;
- Any criminal case is pending; and
- Any vigilance inquiry is pending or contemplated against the employee.

Further, the Establishment Section shall ensure that all relevant particulars regarding the proposed foreign visit, including country to be visited, duration of visit, purpose of visit, leave details, and contact particulars abroad, if applicable, are properly mentioned in the application.

Thereafter, the matter shall be processed through the Personal File of the concerned employee with complete factual details and relevant observations.

(iv) Status of vigilance clearance shall be obtained from the Chief Vigilance Officer (CVO) of the Institute.

(v) On receipt of vigilance status/comments from the CVO, decision of the Competent Authority on the matter shall be obtained regarding grant of prior permission for the proposed private foreign visit.

(vi) On receipt of approval by the Competent Authority, the permission letter/order for undertaking the private visit abroad shall be issued by the Establishment Section.



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Annexure - III

Procedure for Issuance of No Objection Certificate (NOC) and Vigilance Clearance for Employees Applying for Employment Outside/Within the Institute

A. Application for Employment Outside the Institute (Appendix-3A)

(i) An employee intending to apply for posts/positions outside the Institute may inform the Institute by submitting the request in the prescribed format [Appendix-3A].

(ii) Where issuance of a No Objection Certificate (NOC) is required, the employee shall be required to submit a separate request along with the request form [Appendix-3A]. Such requests shall be counted towards the total number of applications forwarded/NOCs issued in a calendar year. As per the NIT Statutes, a maximum of three (3) such applications shall be forwarded/NOCs issued in a calendar year.

(iii) The employee shall also be required to submit an undertaking [Appendix - 4] in the prescribed format stating that, in the event of selection, he/she shall either rejoin duties at MANIT Bhopal or resign from the post held in the Institute after completion of the permissible period /three years, in accordance with the provisions of the NIT Statutes.

(iv) The request must be recommended & forwarded by the concerned Section Head / Head of Department (HoD) / Head of Centre (HoC), as applicable, and forwarded to the Establishment Section for further action.

(v) In case of intimation only, the Establishment Section shall:

- Record the intimation; and
- Inform the employee regarding receipt of the intimation and advise that a separate request shall be submitted if issuance of NOC is required.

(vi) In case of request for issuance of NOC, the Establishment Section shall examine the request in accordance with applicable rules and Institute norms. The Establishment Section shall also verify and record all relevant service-related details of the employee, including whether:

- Any disciplinary proceedings are pending or contemplated;
- Any criminal case is pending; and
- Any vigilance inquiry is pending or contemplated against the employee.

Thereafter, the matter shall be processed through the Personal File of the concerned employee with complete factual details and relevant observations.

(vii) On receipt of approval by the Competent Authority, the No Objection Certificate (NOC) shall be issued by the Establishment Section.

B. Application for Employment Within the Institute (Appendix-3B)

(i) An employee intending to apply for any post/position within the Institute shall be required to submit the request in the prescribed format [Appendix-3B].

(ii) The request must be recommended & forwarded by the concerned Section Head / Head of Department (HoD) / Head of Centre (HoC), as applicable, and forwarded to the Establishment



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(iii) The Establishment Section shall examine the request in accordance with applicable rules and Institute norms. The Establishment Section shall also verify and record all relevant service-related details of the employee, including whether:

- Any disciplinary proceedings are pending or contemplated;
- Any criminal case is pending; and
- Any vigilance inquiry is pending or contemplated against the employee.

Thereafter, the matter shall be processed through the Personal File of the concerned employee with complete factual details and relevant observations.

(iv) On receipt of the proposal, decision of the Competent Authority on the matter shall be obtained regarding issuance of the No Objection Certificate (NOC).

(v) On receipt of approval by the Competent Authority, the No Objection Certificate (NOC) shall be issued by the Establishment Section.

C. Issuance of Vigilance Clearance Certificate

(i) Vigilance Clearance shall not ordinarily be issued to the employee. It shall be issued only where:

- The recruiting organization specifically requests the Vigilance Clearance; or
- The recruiting organization requires the Vigilance Clearance to be uploaded on its official recruitment portal.

(ii) The Establishment Section shall process the matter through the Personal File of the concerned employee with complete factual details and relevant observations.

Status of vigilance clearance shall be obtained from the Chief Vigilance Officer (CVO) of the Institute.

(iv) The existing format of Vigilance Clearance presently in use shall be adopted only in cases where the employee is applying for higher statutory or senior administrative/academic positions such as Director, or such other equivalent posts as may be decided by the Institute. In other cases, a Vigilance Clearance certificate shall be issued by the CVO.

(v) In cases of applications for employment outside the Institute, the Vigilance Clearance shall be issued by the Chief Vigilance Officer (CVO) in a sealed envelope addressed to the concerned recruiting organization. The Vigilance Clearance shall not be issued to the employee.

(vi) In cases of applications for posts within the Institute, the Vigilance Clearance, wherever required, shall be processed by the Establishment Section on the basis of the vigilance status available on record or as obtained from the Chief Vigilance Officer (CVO).



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भारतीय पासपोर्ट के आवेदन हेतु अनापत्ति प्रमाण पत्र (एन.ओ.सी.)

Application for No Objection Certificate for Indian Passport

कर्मचारी का विवरण / Employee Details	
कर्मचारी का नाम / Name of Employee	
कर्मचारी कोड / Employee Code	
पदनाम / Designation	
विभाग/केन्द्र/अनुभाग / Department/Centre/Section	
पिता/पति का नाम / Father's/Husband's Name	
प्रारंभिक नियुक्ति तिथि / Date of Initial Appointment	
वेतन स्तर (पै-लेवल) / Pay Level	
मूल वेतन / Basic Pay	

जिन व्यक्तियों हेतु अनापत्ति प्रमाण पत्र आवश्यक है उनका विवरण / Details of the Person(s) for whom NOC is Required					
1. नाम / Name		2. नाम / Name		3. नाम / Name	
जन्मतिथि / Date of Birth		जन्मतिथि / Date of Birth		जन्मतिथि / Date of Birth	
कर्मचारी से संबंध / Relationship with Employee		कर्मचारी से संबंध / Relationship with Employee		कर्मचारी से संबंध / Relationship with Employee	
व्यवसाय / Occupation		व्यवसाय / Occupation		व्यवसाय / Occupation	
क्या कार्यालय अभिलेखों के अनुसार संबंधित व्यक्ति कर्मचारी पर आश्रित है? / Whether the above person is dependent on the employee as per office records		क्या कार्यालय अभिलेखों के अनुसार संबंधित व्यक्ति कर्मचारी पर आश्रित है? / Whether the above person is dependent on the employee as per office records		क्या कार्यालय अभिलेखों के अनुसार संबंधित व्यक्ति कर्मचारी पर आश्रित है? / Whether the above person is dependent on the employee as per office records	

वैवाहिक स्थिति / Marital Status		वैवाहिक स्थिति / Marital Status		वैवाहिक स्थिति / Marital Status	
पासपोर्ट प्राप्त करने का कारण / Reason for Obtaining Passport		पासपोर्ट प्राप्त करने का कारण / Reason for Obtaining Passport		पासपोर्ट प्राप्त करने का कारण / Reason for Obtaining Passport	
वर्तमान पता / Present Address		वर्तमान पता / Present Address		वर्तमान पता / Present Address	

कर्मचारी की घोषणा / Employee Declaration

मैं एतद्वारा घोषणा करता/करती हूँ कि इस आवेदन में दी गई समस्त जानकारी मेरे सर्वोत्तम ज्ञान एवं विश्वास के अनुसार सत्य एवं सही है। मैं यह भी घोषणा करता/करती हूँ कि मेरे विरुद्ध कोई अनुशासनात्मक/सतर्कता संबंधी मामला लंबित अथवा विचाराधीन नहीं है।

I hereby declare that the statements made in this application are true and correct to the best of my knowledge and belief. I also declare that no disciplinary/vigilance case is pending or contemplated against me.

कर्मचारी के हस्ताक्षर /
Signature of Employee

प्रमाणन / Certification

दिनांक / Date: _____

स्थान / Place: _____

कर्मचारी के हस्ताक्षर / Signature of Employee	विभागाध्यक्ष/केन्द्राध्यक्ष/अनुभागाध्यक्ष के हस्ताक्षर / Signature of HoD/HoC/Section Head

महत्वपूर्ण निर्देश / Important Instructions

- प्रारूप में सभी अपेक्षित जानकारियाँ भरना अनिवार्य है।
Filling all the required information in the prescribed format is mandatory.
- आवेदन पत्र के साथ दो पासपोर्ट आकार के फोटो स्थापना अनुभाग में जमा किए जाने आवश्यक हैं।
Two passport-size photographs must be submitted to the Establishment Section along with the application.



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निजी विदेश यात्रा अनुमति हेतु आवेदन

Application for Permission for Private Foreign Travel

कर्मचारी का विवरण / Employee Details	
कर्मचारी का नाम / Name of Employee	
कर्मचारी कोड / Employee Code	
पदनाम / Designation	
विभाग/केन्द्र/अनुभाग / Department/Centre/Section	
मूल वेतन / Basic Pay	

अवकाश का विवरण / Leave Details				
अवकाश का प्रकार / Type of Leave	अवकाश अवधि / Leave Period	पूर्वयोजन / Prefix	प्रत्यायोजन / Suffix	पासपोर्ट संख्या / Passport Number

यात्रा का विवरण / Travel Details	
यात्रा की अवधि / Duration of Visit	
भ्रमण हेतु देश/देशों का नाम / Name of Country/Countries to be Visited	
यात्रा का उद्देश्य / Purpose of Visit	
अनुमानित व्यय (₹ में) / Estimated Expenditure (in ₹)	
यात्रा / Travel	
आवास एवं भोजन / Accommodation & Food	
विविध / Miscellaneous	
कुल / Total	
पिछले चार वर्षों में की गई विदेशी यात्रा(ओं) का विवरण / Details of Foreign Visit(s) Undertaken During Last Four Years	
यात्रा की अवधि / Duration of Visit	1. 2. 3.
देश / Country	1. 2. 3.
यात्रा का उद्देश्य / Purpose of Visit	1. 2. 3.

घोषणाएँ / Declarations	
क्या आप बड़ी मात्रा में नकदी संभालते हैं? / Are you handling large amounts of cash?	हाँ/नहीं – Yes/No
क्या आप गोपनीय मामलों से संबंधित कार्य देखते हैं? / Are you dealing with confidential matters?	हाँ/नहीं – Yes/No
क्या आपके विरुद्ध कोई जांच लंबित है? / Is any inquiry pending against you?	हाँ/नहीं – Yes/No
क्या आप निलंबित हैं? / Are you under suspension?	हाँ/नहीं – Yes/No
क्या आपके विरुद्ध कोई न्यायालयीन/विभागीय मामला लंबित है? / Is any court/disciplinary case pending against you?	हाँ/नहीं – Yes/No

प्रमाणन / Certification

मैं प्रमाणित करता/करती हूँ कि उपर्युक्त दी गई जानकारी मेरे सर्वोत्तम ज्ञान एवं विश्वास के अनुसार सत्य एवं सही है।

I hereby certify that the information furnished above is true and correct to the best of my knowledge and belief.

दिनांक / Date: _____

स्थान / Place: _____

कर्मचारी के हस्ताक्षर / Signature of Employee	विभागाध्यक्ष/केन्द्राध्यक्ष/अनुभागाध्यक्ष के हस्ताक्षर / Signature of HoD/HoC/Section Head

Note:
1. It is mandatory to fill all the requisite information in the format / फॉर्मेट में सभी ज़रूरी जानकारी भरना अनिवार्य है। 2. The application shall be submitted at least 21 days in advance / आवेदन कम से कम 21 दिन पहले जमा किया जाना चाहिए। 3. Applicant should get his/her permission and leave approved from the Competent Authority before departure from the Institute/ आवेदक को संस्थान से निकलने से पहले सक्षम प्राधिकारी से अपनी यात्रा की अनुमति और छुट्टी मंजूर करानी होगी।





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संस्थान के बाहर रोजगार हेतु आवेदन

Application for Employment Outside the Institute

कर्मचारी का विवरण / Employee Details	
कर्मचारी कोड / Employee Code	
कर्मचारी का नाम / Name of Employee	
पदनाम / Designation	
विभाग/केन्द्र/अनुभाग / Department/Centre/Section	
वर्तमान वेतन स्तर (पे-लेवल) / Present Pay Level	
नियुक्ति का प्रकार (नियमित/ग्रहणाधिकार/प्रतिनियुक्ति) / Type of Appointment (Regular/Lien/Deputation)	
आवेदन से संबंधित विवरण / Application Details	
आवेदित पद का नाम / Name of the Post Applied For	
विज्ञापन क्रमांक / Advertisement Number	
आवेदन जमा करने की अंतिम तिथि / Last Date for Submission of Application	
संस्थान/संगठन का नाम, जहाँ आवेदन किया जाना है / Name of the Institute/Organization where the Application is to be Submitted	
उस पद का नाम एवं पता, जहाँ आवेदन अग्रेषित किया जाना है / Name and Address to whom the Application is to be Forwarded	
वर्तमान कैलेंडर वर्ष के दौरान पहले से अग्रेषित आवेदनों की संख्या / Number of Applications Already Forwarded During the Current Calendar Year	
क्या आवेदन की अग्रिम प्रति भेजी गई है? / Whether an Advance Copy of the Application has been Sent?	
क्या आवेदनकर्ता परीक्षा अवधि (Probation Period) में है? / Whether the Applicant is under Probation Period?	

कर्मचारी की घोषणा / Employee Declaration

मैं एतद्वारा घोषणा करता/करती हूँ कि इस आवेदन में दी गई समस्त जानकारी मेरे सर्वोत्तम ज्ञान एवं विश्वास के अनुसार सत्य एवं सही है। मैं यह भी घोषणा करता/करती हूँ कि मेरे विरुद्ध कोई आपराधिक मामला/अनुशासनात्मक कार्रवाई/सतर्कता जांच लंबित अथवा विचाराधीन नहीं है।

I hereby declare that the statements made in this application are true and correct to the best of my knowledge and belief. I also declare that no criminal case/disciplinary action/vigilance inquiry is pending or contemplated against me.

प्रमाणन / Certification

दिनांक / Date: _____

स्थान / Place: _____

कर्मचारी के हस्ताक्षर / Signature of Employee	विभागाध्यक्ष/केन्द्राध्यक्ष/अनुभागाध्यक्ष के हस्ताक्षर / Signature of HoD/HoC/Section Head

महत्वपूर्ण निर्देश / Important Instructions

1. प्रारूप में सभी अपेक्षित जानकारीयाँ भरना अनिवार्य है।

Filling all the required information in the prescribed format is mandatory.

2. बाहरी रोजगार हेतु एक कैलेंडर वर्ष में अधिकतम तीन आवेदन अग्रेषित किए जाएंगे अथवा तीन आवेदन हेतु अनापत्ति प्रमाण पत्र दिया जाएगा।

A maximum of three applications for outside employment shall be forwarded/NOC shall be issued in a calendar year.

3. विज्ञापन, आवेदन पत्र तथा आवश्यक संलग्नकों की प्रति आवेदन के साथ संलग्न करना अनिवार्य है।

A copy of the advertisement, application, and required enclosures must be attached with the application.

4. NIT के नियमों के प्रावधानों के अनुसार, तय फॉर्मेट में एक अंडरटेकिंग (वचन-पत्र) संलग्न करना अनिवार्य है।

An undertaking in the prescribed format shall be submitted, in accordance with the provisions of the NIT Statutes.





मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल – 462003

(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)

Maulana Azad National Institute of Technology Bhopal – 462003

(An Institute of National Importance under Ministry of Education, Government of India)

संस्थान में अन्य पद पर रोज़गार हेतु सूचना

Intimation for Employment within the Institute

कर्मचारी का विवरण / Employee Details	
कर्मचारी कोड / Employee Code	
कर्मचारी का नाम / Name of Employee	
पदनाम / Designation	
विभाग/केन्द्र/अनुभाग / Department/Centre/Section	
वर्तमान वेतन स्तर (पै-लेवल) / Present Pay Level	
नियुक्ति का प्रकार (नियमित/संविदा) / Type of Appointment (Regular/Contract)	
आवेदन से संबंधित विवरण / Application Details	
आवेदित पद का नाम / Name of the Post Applied For	
विज्ञापन क्रमांक / Advertisement Number	
आवेदन जमा करने की अंतिम तिथि / Last Date for Submission of Application	

कर्मचारी की घोषणा / Employee Declaration

मैं एतद्वारा घोषणा करता/करती हूँ कि इस आवेदन में दी गई समस्त जानकारी मेरे सर्वोत्तम ज्ञान एवं विश्वास के अनुसार सत्य एवं सही है। मैं यह भी घोषणा करता/करती हूँ कि मेरे विरुद्ध कोई आपराधिक मामला/अनुशासनात्मक कार्यवाही/सतर्कता जांच लंबित अथवा विचाराधीन नहीं है।

I hereby declare that the statements made in this application are true and correct to the best of my knowledge and belief. I also declare that no criminal case/disciplinary proceeding/vigilance inquiry is pending or contemplated against me.

कर्मचारी के हस्ताक्षर /
Signature of Employee

प्रमाणन / Certification

दिनांक / Date: _____

स्थान / Place: _____

कर्मचारी के हस्ताक्षर / Signature of Employee	विभागाध्यक्ष/केन्द्राध्यक्ष/अनुभागाध्यक्ष के हस्ताक्षर / Signature of HoD/HoC/Section Head

महत्वपूर्ण निर्देश / Important Instructions

1. प्रारूप में सभी अपेक्षित जानकारियाँ भरना अनिवार्य है।
Filling all the required information in the prescribed format is mandatory.
2. आवेदन की प्रति संलग्न करना आवश्यक है।
A copy of the application must be enclosed.





मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल – 462003

(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)

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UNDERTAKING

Subject - Undertaking in accordance with NIT Statutes for institute employees applying for outside employment.

I, Shri/Smt./Dr. _____, presently working as _____ in the _____ Department/Section _____, Maulana Azad National Institute of Technology (MANIT), Bhopal, do hereby solemnly undertake that, in the event of my selection and appointment to a permanent post in another National Institute of Technology (NIT), Central University, or any other comparable Institution, I shall comply with the conditions prescribed by the Institute.

I further undertake that, after joining the new institution, I shall either:

1. Rejoin Maulana Azad National Institute of Technology (MANIT), Bhopal before completion of three (03) years of service in the new institution; OR
2. Tender my resignation from the post held by me at Maulana Azad National Institute of Technology (MANIT), Bhopal, after completion of the aforesaid period of three (03) years.

I further affirm that the above declaration is true and correct to the best of my knowledge and belief.

Place: _____

Date: _____

Signature of the Employee

Name: _____

Designation: _____

Department: _____

Employee ID: _____