



MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

F. No. 2-1/MGCUB/GA/2016

Dated: 5th June 2023

OFFICE ORDER

1. It is hereby notified for information of all concerned that the Competent Authority has been pleased to order that:
 - i. Any permanent employee of the university (*who has completed his/her probation period*) who wishes to resign from the services of the university by submitting technical resignation or by retaining lien to its substantive post in the university, shall be required to give atleast three months' notice in writing, or by paying three months' salary in lieu thereof.
 - ii. Any permanent employee of the university who wishes to join other department/organisation/institution on Deputation basis, and whose application has got No Objection Certificate (NOC) from the university, shall be required to give atleast one month notice in writing, or by paying one months' salary in lieu thereof.
 - iii. 04 (four) applications for outside employment of regular employees of the university per calendar year will be considered for forwarding through proper channel/issue of NOC subject to fulfilment of eligibility criteria for those who have completed their probation period except where withholding of any application is considered by the Competent Authority to be justified in the public interest.
 - iv. In case an employee fails to intimate the university through proper channel at the time of application, his subsequent requests for NOC at the time of document verification/interview shall not be entertained.
 - v. Before applying for a post, an employee should check whether he/she is eligible for the post advertised in terms of academic qualifications, age, experience, essential qualification and required experience as mentioned in the respective advertisement. If the employee would not be meeting any of the conditions, his application may not be forwarded by the university.
 - vi. Intimation and forwarding request through the university must be done in the prescribed format (**ANNEXURE - 1**) only. No separate application or format will be entertained/accepted under any circumstances.

RP
Shank #100dp.
05/06/2023

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2. The aforesaid condition(s) regarding notice period shall also be applicable, even if the employee concerned has applied through proper channel, and subsequently issued No Objection Certificate (NoC) by the university.
3. The other general principles/rules of Government of India, amended from time to time, for forwarding of applications for outside appointment/employment shall apply mutandis mutandis.
4. The notice period as mentioned at Para 1 (i) & (ii) on pre-page may be waived by the Competent Authority in extraordinary circumstances.
5. This is issued with the approval of the Competent Authority.



[SACHCHIDANAND SINGH]
OSD (Administration)

Encl: As stated above (*containing only one page*)

Copy of the above forwarded to the following for information please:

1. The OSD (Finance)/CoE/DSW/Campus Directors/Proctor/Director (RDC)/Librarian/Coordinator, IQAC, MGCU
2. All the Deans of different Schools & Heads of various Teaching Departments, MGCU - *with the request to bring the same to the knowledge of all concerned under your respective School and Department.*
3. Provost, MGCU
4. Deputy Registrar, MGCU
5. Public Relations Officer/Sports Officer/Warden/Section Officers, MGCU
6. In-charge University Website - *for uploading the same on University Website for information of all concerned.*
7. Private Secretary to Vice-Chancellor, MGCU - *for kind information of the Hon'ble VC please.*
8. Guard File




[DINESH HOODA]
Section Officer
05/06/2023

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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