

(TO BE SUBMITTED IN ORGANISATION LETTERHEAD)

No. _____

Date: _____

To

The Director
NIT Rourkela.

Sub: Sponsoring an employee for higher education at NIT Rourkela.

Dear Sir,

Appreciating the value of superior human resource in progress and prosperity of an organisation, we take the pleasure of sponsoring:

< _____ Name of employee _____ >

for admission to your esteemed Institute in the

< _____ Ph. D./M. Tech.(Res)/M. Tech. _____ > programme.

The research areas that are the most relevant to his present and future job assignments are:

If resources permit < _____ Name of employee _____ > may be assigned research work in one of those areas.

The relevant information on the **candidate's service record is enclosed** herewith. This organisation will appreciate if <Mr/Mrs/Ms/ _____ > is accepted by your Institute in the programme mentioned above as a sponsored candidate.

With regards,

Yours sincerely,

Signature of Competent Authority

P A R T - II
For Sponsored candidates only
(To be filled up by the employer sponsoring the candidate on its letterhead)

1. Name of the employee seeking admission at NIT : _____
2. Designation (Regular) : _____
3. a) First joined on (date) : _____
b) Holding the present Position since (date) : _____
c) Nature of Job : _____
(R & D, Design, Production, Marketing, Administrative, Other)
d) Brief description of job : _____
Assignment for the next Three years : _____
(Relevant assignment only) _____
4. Expected benefits to the organisation: _____
5. Suggestions for academic or Research work to be done by the candidate : _____

6. The candidate is sponsored for : tick (✓) only one :
 Full time study at NIT with deputation from the organization (2 years for M.Tech.(Res) / 3 years for Ph.D.)
 As locally sponsored candidate: The employee's working hours will be suitably adjusted in our organization so that he can work on his studies at NIT Rourkela for at least 120 days and 500 hours per semester. He/she will not be transferred from Rourkela till completion of the programme.
 Study at NIT while working at our organization after satisfying the residential requirement. The candidate's job assignment will be worked out in consultation with NIT.
Dr. _____ will serve as his/her second supervisor, if accepted by NIT. A copy of his bio data is enclosed.

7. Employment Certificate:

Certified that Mr/Ms. _____ is employed in this organization for at least past two years in a regular cadre. On completion of the programme he/she will continue to be employed by our organization.

Date

Signature of Competent Authority with seal