

F.No. RGNAU/5110/02/Admin/Part

राजीव गांधी राष्ट्रीय विमानन विश्वविद्यालय
RAJIV GANDHI NATIONAL AVIATION UNIVERSITY

Notification No. RGNAU/ESTT/2026/248 Dated 09th January 2026

Sub: Guidelines on Forwarding of Applications of the University Employees for Outside Employment.

The undersigned is to convey that the Vice Chancellor has approved the Guidelines on Forwarding of Applications of the University Employees for Outside Employment and the same are circulated for cognizance of the all concerned and compliance therewith. A copy of the guidelines is attached herewith as Annexure-I.

Encl: Annexure-I.


कुलसचिव/Registrar
9/10/26

To,

All Heads of Departments/Centres/Schools/Sections/Units ---- with a request to circulate amongst the employees of the respective department/centres/schools/sections/units.

Copy to:

1. All Deans
2. Controller of Examinations
3. Finance Officer
4. Librarian (officiating)
5. All Deputy Registrars
6. Medical Officer
7. Officer on Special Duty (AAE & HR)
8. System Analyst – for uploading it on website
9. PS to the Vice Chancellor
10. PS to Registrar
11. Office Order File



Annexure-I to the Office Order No. RGNAU/ESTT/2026/248 Dated 9th January 2026

**GUIDELINES ON FORWARDING OF APPLICATIONS OF THE UNIVERSITY
EMPLOYEES FOR OUTSIDE EMPLOYMENT**

The following guidelines relate to forwarding of applications of University employees as direct recruit for posts within the Central Government, State Governments, Autonomous/Statutory Bodies, PSBs & CPSEs etc.: -

1. The applications of permanent employees will be forwarded, except where withholding of any application is considered by the Competent Authority to be justified in the public interest. A permanent employee cannot justly complain of hardship or harsh treatment if, his/her application for any other post or employment is withheld.
2. The applications submitted by the employees appointed on contract either in regular pay scale or on consolidated pay will be forwarded unless there are compelling grounds of public interest for withholding the applications.
3. The applications submitted by contractual/ temporary University employees will be readily forwarded unless there are compelling grounds of public interest for withholding them.
4. **The number of such applications can be forwarded for outside employment in a calendar year is restricted to a maximum of four (04) for an employee.** This may be relaxed in case of SC/ST/PWD category of employees of the University as per Government of India norms. **No distinction shall be made among applications forwarded through proper channel /application applied online/ request for issuance of NOC/intimation of applying the post for outside employment and each such request will be counted as separate application in a calendar year.**
5. Request for forwarding of an application/issue of NOC for outside employment shall be submitted along with the copies of application form and advertisement etc. well in time and in no case after the expiry of last date of online/offline submission of application, failing which application for outside employment will not be forwarded or NOC will not be issued at any stage of examination/interview etc. Further, in case where NOC is required for submission of application form, the NOC will be issued upon receipt of request to this effect from the employee. Thereafter, a copy of such submitted application form will be required to be forwarded to Establishment Section on the next working day, failing which the NOC shall be stand cancelled without prejudice to any other action if it is considered by the Competent Authority.
6. No application shall be forwarded for a post in a private organization. However, for acceptance of offer in a private organization, his/her release shall be decided as per rules of the University on his/her specific request.
7. Where an employee applies directly to UPSC/SSC as in the case of direct recruit, he/she must immediately inform the University giving details of the examination/post for which he/she has applied.



8. In case of applicant applied for outside employment on deputation basis, the Govt. of India Rules as contained in DoPT OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, F.No.2/6/2016. (Pay-II) dated 17.02.2016 and dated 22.04.2016 with further amendment from time to time, if any will be followed.
9. CIRCUMSTANCES IN WHICH APPLICATION SHOULD NOT BE FORWARDED:
- Application of a University employee for appointment, whether by direct recruitment, transfer on deputation or transfer, to any other post should not be considered/forwarded, if: -
- a) (i) he/she is under suspension; or
(ii) disciplinary proceedings are pending against him/her and a charge sheet has been issued, or
(iii) sanction for prosecution, where necessary, has been accorded by the competent authority, or
(iv) where a prosecution sanction is not necessary, a charge-sheet has been filed in a Court of law against him/her for criminal prosecution
(v) where he/she is undergoing a penalty, no application should be forwarded during the currency of such penalty
- b) When the conduct of an employee is under investigation but the investigation has not reached the stage of issue of charge-sheet or prosecution sanction or filing of charge-sheet for criminal prosecution in a court, the application of University employee may be forwarded together with brief comments on the nature of allegations and it should also be made clear that in the event of actual selection of the employee, he/she would not be released for taking up the appointment, if by that time any of the situations in (a) above arises.
10. In case of any doubt in the interpretation of these rules and/or in case of exceptions, if any, the decision of the Vice Chancellor shall be final and binding.