

Application for Outsourcing**(Minimum Duration: 3 months)****(Maximum Duration: 1 Year)****Appointment is recommended with the following details:**

1	Name of the candidate		
2	Project No. in which to be appointed		
3	Title of the Project/Consultancy assignment		
4	Name of the Client/Sponsoring Agency		
5	Duration of the Project/ Consultancy Assignment		
6	(a) Provision for staff in the Project		
	(b) Existing Staff		
7	Duration of the term (Min. 3 months)	From	To
8	Designation of the Post		
9	Pay Recommended		
10	Detailed justification if the pay recommended is higher than the minimum		
11	Co-ordinator Contact No.		
12	Whether the candidate has completed the maximum permissible period of 5 years at IITM. If 'Yes', please provide detailed justification for the appointment		
13	Relation		

Date:**Seal:****Name & Signature of the Co-Ordinator**

a) Duration:	b) Provision of Staff:
a) Present Staff:	b) Amount required:
PROJECTS ACCOUNTS	
a) Funds availability as on date	
b) Further funds to be received (Funds statement to be enclosed)	
c) Commitment No./ Amount	Rs.