

## **GUIDELINES FOR SUBMISSION OF NOC AT THE TIME OF APPLICATION (WHERE APPLICABLE)**

Below are the key components that should be included in an NOC (No Objection Format for outside employment):

### **1. Header and Title:**

- The document should be titled “No Objection Certificate” or “NOC” at the top of the page.

### **2. Employer Information:**

- Full name and address of the company or organization issuing the NOC.
- Contact information of the employer or HR department.

### **3. Employee Information:**

- Full name of the employee.
- Employee designation or job title.
- Employee ID (if applicable).
- Employment start date and, if applicable, the end date of employment.

### **4. Clear Statement of No Objection/ Reason for Issuance of the NOC:**

- A clear statement that the company has no objection to the employee seeking or accepting the new employment. For example: "We, [Company Name], hereby issue this No Objection Certificate to [Employee Name] to pursue further employment opportunities."
- Briefly explain why the NOC is being issued. For example: "This NOC is being issued in response to the employee's request for pursuing employment opportunity at NTPC ltd. for the post of .....against advt. no....."

### **5. Duration of Employment (Optional):**

- If the NOC is specific to a period, mention the time frame during which the employee was employed or the duration for which the employee has been granted permission to pursue a new opportunity.

### **6. Signature of Authorized Signatory with Company Stamp/Seal:**

- The NOC should be signed by the relevant authority from the employer's side (HR manager, Reporting Officer, Head of the Department etc.). The document should bear the official company seal or stamp for authenticity.

### **7. Date and Place:**

- The document should mention the date of issuance and the place from where it is issued.

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