

NATIONAL INSTITUTE OF TECHNOLOGY

राष्ट्रीय प्रौद्योगिकी संस्थान कालीकट

NIT Campus (P O)/ एन.ई.टी परिसर डाक घर
Kozhikode/कालिकट
Kerala/केरल

F.No. P1/15467/486/2022

Dated: 29 AUG 2024

EMPLOYMENT VERIFICATION POLICY

1. The institute frequently receives requests to verify the employment details of former regular and ad hoc teaching and non-teaching staff. However, there is currently no clear procedure for handling these verifications. Recognizing the importance of employment verification, which involves sensitive and confidential information, it is essential to develop a comprehensive policy.
2. The verifying agency must follow these steps for verification:
 - a. Pay a fee of Rs. 2000 through SBI Collect under 'Employment Verification Fee'. Fee may be waived off for government agencies/autonomous bodies.
 - b. The agency may request employment verification in their own format, but it must include the following details:
 - Name
 - Designation
 - Department
 - Period of employment
 - Transaction ID of the fee paid
 - Copy of the experience certificate submitted by the employee (if available)
 - c. The request must be sent to **employee_verification@nitc.ac.in**. This email id shall be operated by Establishment Section.
3. After successfully meeting the above parameters, the verified employment details will be emailed to the agency within 03 working days.
4. This policy is issued with the approval of the competent authority.


29/8/24
Registrar