

File No.

Date

Internal Note

Appointment of Contract Staff for Research Project “Title” funded by “Funding Agency”

1. Following positions/ contract appointments are required for the project won by Principal Investigator (PI) ‘Dr. _____’ Designation at _____ Campus.

S.No.	Position Title	Salary (as approved by funding agency)
i.	Research Assistant	Rs. ----/-
ii.	Research Associate	Rs. ----/-
iii.	PhD Fellowship	Rs. ----/-

2. The positions were advertised on ‘date’ in ‘The News/NU website/Slate’ etc.
3. The Interviews were conducted on ‘Date’ by a following committee members:
- a)
 - b)
 - c)
4. Number of applicants, shortlisted, interviewed by Committee and recommended for Appointment is as stated below:

Total Applicant s	Shortlisted Applicants	Applicants Interviewed	Position to be filled
-	-	-	-

5. Candidates with relevant qualification and expertise were shortlisted. A brief is as follows:

Table-1: Interview Score-Candidates for the Post of ‘Research Assistant’

Name & most recent job experience	Highest Qualification	Interview Score (50)
1. ABC (Selected Candidate)		-
2. ABC (Reserved candidate)		-

Table-2: Interview Score-Candidates for the Post of ‘Research Associate’

Name & most recent job experience	Highest Qualification	Interview Score (50)
1. ABC (Selected Candidate)		-
2. ABC (Reserved candidate)		-

Table-3: Interview Score-Candidates for the Post of ‘PhD Fellowship’

Name & most recent job experience	Highest Qualification	Interview Score (50)
1. ABC (Selected Candidate)		-

Name & most recent job experience	Highest Qualification	Interview Score (50)
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2. ABC (Reserved candidate)	-	-
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6. Therefore, following candidates are being selected.

S.No.	Post	Name	CNIC #	Duration of Contract
1.	Research Assistant	-	-	-
2.	Research Associate	-	-	-
3.	PhD Fellowship	-	-	-

7. In view of above, it is recommended to hire the selected candidates mentioned in para 6 ante, please.

Checklist of the attached documents for selected candidate(s)

S.No.	Attachments	Y/N
1.	Copy of Advertisement	
2.	Signed HR Report	
3.	Copy of all Degrees and Transcripts (Matric and onwards)	
4.	Copy of Experience Certificate (if any)	
5.	Resume	
6.	Copy of CNIC	
7.	Any other	

Prepared and forwarded by

Signatures

Name of PI

Designation, Deptt

_____ Campus

Date

8. The documents are verified and being forwarded. Recommended appointments and letters may be issued, please.

Verified by

Name:

Research Officer, ORIC

Date:

Verified by

Name:

Manager ORIC

Date:

Endorsed by

Name:

Director ORIC

Date:

Recommended (for appointment)

Dr. Waseem Ikram

Registrar

Date:

Approved by

Dr. Aftab Ahmed Maroof

Rector

Date: