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) |
|  | Research Assistant | Rs. -----/- |
|  | Research Associate | Rs. -----/- |
|  | PhD Fellowship | Rs. -----/- |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Total Applicants | Shortlisted Applicants | Applicants Interviewed | Position to be filled |
| - | - | - | **-** |

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

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

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

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

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

1. Therefore, following candidates are being selected.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Post** | **Name** | **CNIC #** | **Duration of Contract** |
|  | Research Assistant | - | - | - |
|  | Research Associate | - | - | - |
|  | PhD Fellowship | - | - | - |

1. 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** |
|  |  | Copy of Advertisement | |  |
|  |  | Signed HR Report | |  |
|  |  | Copy of all Degrees and Transcripts (Matric and onwards) | |  |
|  |  | Copy of Experience Certificate (if any) | |  |
|  |  | Resume | |  |
|  |  | Copy of CNIC | |  |
|  |  | Any other | |  |
| **Prepared and forwarded by**  *\_\_\_\_Signatures\_\_\_\_\_\_\_\_\_*  Name of PI  Designation, Deptt  \_\_\_\_\_ Campus  Date | | |

1. 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: