



**Internal Note**

**Subject: Hiring of Human Resource for the Consultancy Project tiled \_\_\_\_\_**

1. Dr-----Designation-----Campus----- has won the consultancy project from \_\_\_\_\_. The total approved budget of the project is \_\_\_\_\_. This project is about (Summary of the Project in 3 to4 line

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. For hiring of the \_\_\_\_\_ number of staff\_\_\_\_\_ Job Titled\_\_\_\_\_ (Like 2 Research Assistant) Job advertisement was given and total \_\_\_\_\_ Number of Applicant applied for this post. **(Flag A)**.

3. Total-----candidates were shortlisted and interview was conducted by the Committee **(Flag B)**

4. The information of the selected Candidates are

S.No	Post	Name	CNIC	Duration of Contract	Salary per month

\*Note: attach matric on ward Education record, CV, CNIC and other documents etc

5. Submitted for the approval of the Para 4 and above, please.

\_\_\_\_\_  
Name:  
Designation of PI  
Campus\_\_\_\_\_

\_\_\_\_\_  
Name: Dr.\_\_\_\_\_  
Campus Director\_\_\_\_\_

**Verified by**

**Endorsed By**

Sign\_\_\_\_\_  
Rana Ayaz  
Manager ORIC (I&C)

Sign\_\_\_\_\_  
Dr. Uzair Khan  
Director ORIC

**Recommended (for appointment)**

Sign \_\_\_\_\_  
Dr. Waseem Ikram  
Registrar

**Approved by**

Sign \_\_\_\_\_  
Dr. Aftab Ahmad Maroof  
Rector