

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. The 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 qualifications 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)		-

Verified by

Verified by

Name:

Research Officer, ORIC

Date:

Name:

Manager ORIC

Date:

Endorsed by

Recommended (for appointment)

Name:

Director ORIC

Date:

Dr. Waseem Ikram

Registrar

Date:

Approved by

Dr. Aftab Ahmed Maroof

Rector

Date: