File No.	Date:
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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 In	nvestigator	(PI) 'Dr.	, Design	atior	at	_ Ca	mpu	ıs.		

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)

1. ABC (Selected Candidate)

4. The number of applicants, shortlisted, interviewed by Committee and recommended for Appointment is as stated below:

Total Applicant		Applicants Interviewed	
S			
-	-	-	-

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 rec	& cent job exp	Highest erience	Qualification	Interview (50)	Score		
1. ABC (S	1. ABC (Selected Candidate) -						
2. ABC (l	Reserved ca	ındidate)		-			
Table-2: Ir	iterview Sc	ore-Candidates	for the Post of 'Re	search Asso	ociate'		
Name & most rec	& cent job exp	Highest erience	Qualification	Interview (50)	Score		
1. ABC (S	1. ABC (Selected Candidate) -						
2. ABC (I	2. ABC (Reserved candidate) -						
Table-3: Interview Score-Candidates for the Post of 'PhD Fellowship'							
Name & most rec	& cent job exp	Highest erience	Qualification	Interview (50)	Score		

Name	&	Highest	Qualification	Interview	Score
& most rec	ent job exp	erience		(50)	
2. ABC (Reserved candidate) -					

6. Therefore, the following candidates are being selected.

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

7. In view of the 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.N	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	Verified by		
Name: Research Officer, ORIC	Name: Manager ORIC		
Date:	Date:		
Endorsed by	Recommended (for appointment)		
Name:	Dr. Waseem Ikram		
Director ORIC	Registrar		
Date:	Date:		
Approved by			
Dr. Aftab Ahmed Maroof			
Rector			
Date:			