**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

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

**Prepared and forwarded by Reviewed by**

 Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name:\_\_\_\_\_\_\_\_\_\_\_\_\_ Research Officer, ORIC

Designation of PI

 Campus\_\_\_\_\_\_\_

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| --- | --- |
|  **Verified by**Sign\_\_\_\_\_\_\_\_\_\_\_\_\_Rana AyazManager ORIC (I&C) | **Endorsed by**Sign\_\_\_\_\_\_\_\_\_\_\_\_Dr. M.Asif NaeemDirector ORIC |
| **Recommended (for appointment)**Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dr. Waseem IkramRegistrar | **Approved by** Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dr. Aftab Ahmed MaroofRector |