

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.

Prepared and forwarded by

Sign _____
 Name: _____
 Designation of PI
 Campus _____

Reviewed by

Sign _____
 Research Officer, ORIC

Verified by

Sign _____
 Rana Ayaz
 Manager ORIC (I&C)

Endorsed by

Sign _____
 Dr. M.Asif Naeem
 Director ORIC

Application #-----

Recommended (for appointment)

Approved by

Sign _____
Dr. Waseem Ikram
Registrar

Sign _____
Dr. Aftab Ahmed Maroof
Rector