File No. Date

**Internal Note**

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Dr-------------------Designation------------Campus------------- has won the FRSG project in the call of \_\_\_\_\_\_\_ . This project is about (Summary of the Project in 3 to 4 lines )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**.** (If Previous RA resigned mention here with start date and last date of job.).(**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 onward educational 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\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Verified by**  Sign\_\_\_\_\_\_\_\_\_\_\_\_\_  Rana Ayaz  Manager ORIC (I&C) | **Endorsed by**    Sign\_\_\_\_\_\_\_\_\_\_\_\_  Dr. M.Asif Naeem  Director ORIC |
| **Recommended (for appointment)**  Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dr. Waseem Ikram  Registrar | **Approved by**  Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dr. Aftab Ahmed Maroof  Rector |