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\_\_\_\_\_\_\_

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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 |