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| MNS-UAM Logo (Small) | **MNS UNIVERSITY OF AGRICULTURE,**Old Shujabad Road, MultanTel: 0000-000000, E-mail: abc @mnsuam.edu.pk |

No. MNS-UAM/

 Dated: 00.00.0000

The Director ORIC,

MNS University of Agriculture,

Multan.

Subject: **REQUEST FOR FRESH HIRING OF RESEARCH PERSONNEL**

It is apprised that undersigned has been awarded/executing the below detailed research project at MNSUAM. The approved budget of the project has provision(s) for hiring research personnel to accomplish various project activities in a smooth manner.

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| S. # | Items | Details |
| **A.** | **Project information** |   |
|  | Project Title |  |
|  | Funding Agency |  |
|  | Project Code |  |
|  | Award Date |  |
|  | Duration (months) |  |
|  | Project Start Date (funds 1st release date) |  |
|  | Budget Availability Status (funds available/awaited) |  |
|  | Research personnel approved nomenclature:Studentship (BS/MS/PhD), Research Assistant /Research Associate/Research Fellow/Senior Fellow/ Project Officer/ Enumerator /Data Collector/Consultant/Skilled laborer /Unskilled laborer/Other (please specify) |  |
|  | Number of position(s) need to be hired for nomenclature under consideration. (For each position having different nomenclature, please fill this template separately.  |  |
|  | Hiring Type (initial/replacement due to resignation /performance/degree completion/other (please specify) |  |
| **B.** | **Terms of engagement as per approved project**  |  |
|  | Qualification |  |
|  | Experience |  |
|  | Age requirements (if applicable) |  |
|  | Major duties to be performed |  |
|  | Approved salary/stipend/remuneration (Rs.)Monthly/DPL/Lumpsum/other basis (Please specify) |  |
|  | Engagement type (extendable/non-extendable) |  |
|  | Annual increment @----- (applicable/not applicable) |  |
|  | Other terms (please specify) |  |
| **C.** | **Requirements as per Funder guidelines /agreement** |  |
|  | Newspaper advertisement required (Yes/No) |  |
|  | Prescribed template for advertisement by the funder (Yes/No) |  |
|  | Approval/endorsement of research personnel appointment required from the funder (Yes/No) |  |
|  | Advertisement charges payment source |  |
|  | Engagement mode (contract appointment /DPL) |  |
|  | Initial duration of engagement (months) |  |
|  | Payment of gratuity (applicable/not applicable) |  |
|  | Other requirements (please specify) |  |
| **D.** | **General requirements** |  |
|  | Publication of advertisement on University Website/ News Bulletin  |  |
|  | Application Process (submission on plain paper/ prescribed form) |  |
|  | Others (if any) |  |

The following documents are enclosed for ready reference.

1. Draft Advertisement (must include relevant information from above table along with the documents required, submission address, response time (days from publication of advertisement/fixed date for receipt of application) and submission mode (by hand/courier/email) etc.
2. Proof of Project Award
3. Proof for replacement of personnel (resignation acceptance/poor performance report/degree completion) (if applicable)

It is therefore requested that approval may kindly be granted for the engagement of the research personnel as per aforementioned information for smooth execution of project activities.

**Name**

**Designation**

(Principal Investigator/ Project Manager/Other)