

Standard Operating Procedure (SOP)

Hiring and Salary Disbursement of Research Staff under Research Projects

1. Request for Hiring

- i. The Principal Investigator (PI) will submit a written request to the Office of Research, Innovation and Commercialization (ORIC) highlighting the need for Research staff under the approved project.
- ii. Along with the request, the PI will provide the minimum eligibility criteria for the position(s).

2. Advertisement

- i. ORIC will forward the request to the Press & Publications Department for publication.
- ii. The vacancy will be advertised in:
 - a. National newspaper
 - b. ORIC Newsletter/Social Media.

3. Application Collection & Scrutiny

- i. All applications will be received only through the Google Form within the stipulated deadline. The registration form has been developed by ORIC, and a sample form is attached for ready reference (Annexure-I).
- ii. The PI will conduct scrutiny/shortlisting of candidates based on the eligibility criteria.
- iii. After scrutiny, the PI will submit the shortlisted applications to ORIC for further processing.

4. Interview Process

ORIC will organize an interview with the following Selection Committee members:

1. PI (Convener)
2. Director ORIC or his Representative (Member)
3. Head of Department (HOD) concerned (Member)
4. HR Department Nominee (Secretary)

5. Evaluation

- i. Candidates will be assessed using the prescribed Evaluation Proforma (Annexure–II).
- ii. The Minutes of Meeting (MoM) of the interview panel will be formally documented.

6. Recommendation

The PI will forward the Selection Committee's recommendations, along with evaluation records, through ORIC to the HR Department. The recommendations will include a Principal Candidate and an Alternate Candidate. If the Principal Candidate resigns or withdraws, the Alternate Candidate will be offered the position without re-advertisement.

7. Appointment

- i. The HR Department will issue the official Offer Letter after obtaining approval from the Rector and endorsement by the Chairman of the Board of Governors.
- ii. To facilitate efficiency and avoid unnecessary delays, it is advised that the time between recommendation and issuance of the Offer Letter should not exceed one week.
- iii. A copy of the appointment letter will be shared with ORIC and the PI for project records.
- iv. Appointment letter will be issued for a maximum of one year, or for the remaining duration of the project if it is less than one year.
- v. Appointment may be renewed annually upon the PI's recommendation and subject to project duration.
- vi. The selected candidate will submit an Undertaking (Annexure–III), affirming that he/she will complete the appointment duration, perform duties diligently, abide by institutional rules and provide two-months prior notice before resignation; otherwise, two months salary will be deposited to the institution.

8. Salary Processing

- i. Each month, the Research Staff will submit a duly filled Monthly Performance & Salary Processing Proforma to the PI by the 25th of the month. (Proforma Template attached in Annexure–IV)
- ii. The PI will review the proforma, certify satisfactory or unsatisfactory performance, and forward it to ORIC within two (02) days.
- iii. ORIC will verify the PI's certification and, in case of satisfactory performance, forward the proforma to the Manager Finance within two (02) days.
- iv. The Accounts Office will process the payment and prepare the salary cheque in favor of the research staff.



APPLICATION FORM FOR HIRING RESEARCH STAFF IN RESEARCH PROJECTS

2. FULL NAME

[illegible]

5. FATHER'S NAME

7. ADDRESS:

b) Permanent:

d) **E-mail address:**

8. NATIONALITY:

(a) Secondary School and Intermediate or equivalent

(b) University

(c) Other formal training

10. PUBLICATIONS

11. GIVE PARTICULARS OF EXPERIENCE, IF ANY

[illegible]

Annexure – II:

Evaluation Proforma for Hiring of Research Staff in a Research Project

Sr. No.	Name of Candidate	Qualifications					Experience		Interview
		Matric	F.Sc	B.Sc	M.Sc	Ph.D	Experience	Publication	
1.									
2.									
3.									

CRITERIA FOR DISTRIBUTION OF MARKS

A.	<u>QUALIFICATION</u>	1st DIV	2nd DIV	3rd DIV
	Matric	5	3	-
	F.Sc.	5	3	-
	B.Sc.	10	6	-
	M.Sc.	15	9	-
	Ph.D.	15	-	-
	Total	50	21	
B.	<u>EXPERIENCE</u>			
	i. Experience	05		
	ii. Publication	05		
C.	<u>INTERVIEW</u>	40		
	Total	100 Marks		

Annexure – III:

Undertaking Template

I, _____, S/D/o _____, resident of _____, CNIC No. _____, hereby undertake the following with respect to my appointment as Research Associate/Assistant under the _____ funded project titled “ _____”:

1. I shall serve for the full duration of my appointment, diligently perform my duties, and complete the portion of the project assigned to me within the stipulated time.
2. In case I need to resign, I shall provide two months prior written notice to the Principal Investigator.
3. If I fail to provide such notice, I shall be liable to deposit two months salary to the institution.
4. I agree to abide by the rules and regulations of the University/ORIC and HEC guidelines applicable to research staff.

Date: _____

Signature of Candidate: _____

Name: _____

Witnesses:

1. _____ (Signature, Name, CNIC)

2. _____ (Signature, Name, CNIC)

Annexure–IV:

Monthly Performance & Salary Processing Proforma

Project # _____

Research Staff Name: _____

Designation: _____

Month & Year: _____

CNIC # _____

Account Details: _____

Appointment Period: From _____ To _____

Tasks Performed by Research Staff (to be filled by Staff):

1. _____
2. _____
3. _____
4. _____
5. _____

PI's Assessment (to be filled by PI):

Overall Performance for the Month:

☐ Unsatisfactory ☐ Satisfactory ☐ Good ☐ Excellent

Remarks (if any):

PI Signature & Stamp: _____ Date: _____

Director ORIC Signature & Stamp: _____ Date: _____

Manager Finance Signature & Stamp: _____ Date: _____