



राष्ट्रीय प्रौद्योगिकी संस्थान सिलचर
NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR
 अध्यक्ष का कार्यालय (शोध एवं परामर्श)
OFFICE OF THE DEAN (RESEARCH & CONSULTANCY)

Selected Candidates List for Approval

Faculty Member ☐ PI ☐ Co-PI	Name:	
	Designation:	
	Department:	
Title of the Project		
Name of the Funding Agency		
Name of the Post as per RCP-01(A)		No. of Posts:
Number of candidates shortlisted for interview		
Number of candidates attended Interview		
Date of Interview		
<u>Name(s) of the selected Candidate(s)</u>		
Name of the Waitlisted Candidate(s) in the Order of Merit	WL-1 WL-2	
Applicable Emoluments (as per the advertisement)		

Enclosures: Checklist and all required enclosures in the original.

PI/Co-PI

Head of the Department

Asso. Dean (R&C)

Approved / Not-Approved

Dean(R&C)

Checklist for Appointment in Sponsored Projects

S.No.	Details of Attachments	Page No.	Remarks (if any)
1.	Selection Committee Report [Annexure 01(C)-1]		
2.	Project Sanction Letter		
3.	Project Fund details		
4.	Approval for Recruitment/ Advertisement [RCP-01(A)]		
5.	Website Advertisement [Annexure 01(A)-2]		
6.	Approval of Selection Committee Panel [RCP-01(B)]		
7.	Interview Attendance Sheet [Annexure 01(C)-2]		
8.	Summary of Scrutiny/Short-listing of the Eligible Candidates [Annexure 01(C)-3]		
9.	Checklist for Document Verification [Annexure 01(C)-4]		
10.	Eligible/Shortlisted Candidates [Annexure 01(C)-5]		
11.	Not-Eligible Candidates List [Annexure 01(C)-6]		
12.	Declaration of No Conflict of Interest [Annexure 01(C)-7]		
13.	Candidate Evaluation Sheet [Annexure 01(C)-8]		
14.	Application of only-shortlisted candidate(s) with all supporting documents & certificates		

PI/Co-PI



Recommendation of the Selection Committee

Faculty Member ☐ PI ☐ Co-PI	Name:
	Designation:
	Department:
Title of the Project	
Name of the Post as per RCP-01(A)	
No. of Posts as per RCP-01(A)	
No. of Candidates shortlisted for interview [As mentioned in Annexure 01(C) - 3]	
No. of Candidates present for the interview	
<u>Name(s) and Qualification</u> of the Selected Candidate(s)	
Name of the Waitlisted Candidate(s) in the order of merit	WL-1 WL-2
Applicable Emoluments (as per the advertisement)	

Enclosures:

1. Attendance sheet duly signed by the selection Committee, Annexure 01(C)-2
2. Summary of Scrutiny/Short-listing of the Eligible Candidates, Annexure 01(C)-3

PI

Co-PI (if any)

Expert Member

Head of the Department

Chairperson

ATTENDANCE RECORD



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List of candidates Present for PRESENTATION/INTERVIEW for the POST of _____

Name of the Department: _____

Date of Interview/Written Test: _____

S.NO.	Name of the Candidate	Signature of the candidates
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

No. of Candidates Shortlisted for Interview:

No. of Candidates Present for the Interview:

PI

Co-PI (if any)

Expert Member

Head of the Department

Chairperson



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Summary of Scrutiny/Short-listing of the Eligible Candidates

Faculty Member ☐ PI ☐ Co-PI	Name:
	Designation:
	Department:
Title of the Project	
Name of the Post as per RCP-01(A)	
No. of Posts as per RCP-01(A)	
No. of Candidates applied for the Post	
No. of Candidates shortlisted for Interview	
Proposed Date of Interview: [Min. 7 days from the date of display of the shortlisted candidates list]	
Intimation to candidates	Email

Enclosures:

1. Checklist for Document Verification, Annexure 01(C)-4
2. List of Eligible Candidates, Annexure 01(C)-5
3. List of NOT-Eligible Candidates, Annexure 01(C)-6

PI / Co-PI

Other member

Head of the Department

Checklist for Document Verification



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Annexure 01(C)-4

Document Verification of candidates PRESENT for WRITTEN TEST/INTERVIEW for the POST of _____

Name of the Department: _____

S.NO .	Name of the Candidate	GATE/ NET Score	B. TECH			M. TECH			SC/ST/OBC -NCL/PwD/ EWS Certificate	REMARK
			CGPA /CPI	Grade card/ Transcript	Degree certificate	CGPA /CPI	Grade card/ Transcript	Degree certificate		
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

Note: Alter this Table suitably to meet the requirements of the advertised post.

PI/Co-PI

Other members

Head of the Department


ELIGIBLE/SHORTLISTED CANDIDATES

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List of ELIGIBLE/SHORTLISTED candidates for WRITTEN TEST/INTERVIEW for the
 POST of _____

Name of the Department: _____

S.NO .	Name of the Candidate	GATE/NET Score (as applicable)	Remarks, if any
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

No. of Candidates Applied:

No. of Candidates Shortlisted:

PI / Co-PI

Other member

Head of the Department


NOT ELIGIBLE CANDIDATES

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List of NOT ELIGIBLE candidates for the POST of _____

Name of the Department: _____

S.NO .	Name of the Candidate	Remarks/Reasons
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

No. of Candidates Applied:

No. of Candidates NOT ELIGIBLE:

PI / Co-PI

Other member

Head of the Department



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Annexure 01(C)-7

Date: _____

Declaration of No Conflict of Interest in Manpower Selection

Faculty Member ☐ PI ☐ Co-PI	Name & Designation:	
	Department:	
Title of the Project		
Post Name		No of Posts: _____

I hereby declare that there is no conflict of interest in the selection of the candidate(s) for the above-mentioned post. Specifically:

1. The selected candidate(s) is/are not my blood relative, close relative, or immediate family member.
2. There is no personal, financial, or fiduciary relationship between me and the selected candidate(s) that may result in monetary benefit, or any form of undue advantage.

This declaration is made in good faith and to the best of my knowledge.

PI/Co-PI



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CANDIDATE EVALUATION SHEET

Project Name/Sanction No. _____ Date: _____

For the POST of _____

Name of the Department: _____

Sl. No.	Name of Candidate	Category	Gender (M/F)	Class X (10)	Class (XII/ Diploma) (10)	UG (10)	PG (10)	NET/ GATE (10)	Present ation (30)	Interview (20)	Total (100)	Remarks

Note: Alter this Table suitably to meet the requirements of the advertised post.

PI

Co-PI (if any)

Expert Member

Head of the Department

Chairperson