To, Date:

The vice chancellor

Birla Institute of Technology, Mesra

Ranchi, Jharkhand 835215

Sub: Approval of Selection of candidates for the <post>

Dear sir,

With reference to the interview held on <date> <time> at the Departmentof <department> for the selection of one <post> for <sponsore agency> funded project entitle <project name> vide Advertisement no<Adv.> & Selection committee <Ref. No.>.

It is hereby stated that <number> of candidates appeared for the interview. Based on their academic merit and performance in the interview following candidated have been seleted /waitlisted.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. no | Name of selected candidate | Gender | Address for correspondance | E-mail id with phone no | Remarks |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |

The fellowship amount is Rs. <00000.00> per month along with <%> HRA ( for one year with further extension to <period> year subjected to availability of funds and research progress) as per the sanction letter attached herewith.

The details of selection list duly signed by all the members is attached herewith for your kind perusal.

It is submitted for approval.

Thanking with regards

Sincerely yours,

Chairman / Chairperson

Encl.

1. Selection list
2. Sanction letter
3. Advertisment
4. Selection committee
5. Attendance during reporting
6. Bio-Data & all Certificate of **selected candicate & waitlist**

 Mr. Rahul Rai Dean (RIE)

 Deputy Registrar ( AAC & SRC)

(Name of Department)

(Recruitment for )

Consolidated Score Sheet (Marks)

Project Name:

Project Code:

Advertisment no:

Selection Committee Ref. No.: Sanction Letter no.:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Srl. No | Name of Candidate | Qualifying Degree  | year of Passing | 10th Marks (%) | Graduation marks (%) (A) | Post Graduation Marks (%) (B) | Additional Qualification (M.Phil.- NET-JRF/GATE/ GPAT (%) (C) (Max. 10) | Interview Marks (50) (D) | Total (100) (0.2\*A + 0.2\*B+ C+ D (Max. 100) | Remarks |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

All the shortlisted candidate’s Biodata should be attached along with marks sheet.

Members of Selection Committee should duly sign.

(Name of Department)

(Recruitment for the post of )

Score Sheet for interview (Marks)

Project Name:

Advertisment no:

Selection Committee Ref. No.:

Sanction Letter no.:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Srl. No | Name of Candidate | Chairman / Chairperson | Member from Dept | Expert member outside department  | Principal Investigator  | Co-Principal  | Member | Member | Total |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

Members of Selection Committee should duly sign.