

**Indian Institute of Technology Kanpur**

Office of Dean, Administration

**Report of Selection Committee**

1. Project No.: \_\_\_\_\_ 2. Advertisement No.: \_\_\_\_\_  
 3. Project Title: \_\_\_\_\_  
 4. Project completion date: \_\_\_\_\_  
 5. Date of Interview: \_\_\_\_\_  
 6. No. of Candidates: (a) Applied: \_\_\_\_\_ (b) Called: \_\_\_\_\_ (c) Interviewed: \_\_\_\_\_

**The Selection Committee recommends appointment of the following persons:**

Sl No	Candidate Name	PF No. (if allotted earlier)	Date of Birth	Category	Designation offered	Initial salary Rs. (consolidated)	Term of Appointment
1.							
2.							
3.							

**The Following persons may be kept on waiting list**

Sl No	Candidate Name	PF No. (if allotted earlier)	Date of Birth	Category	Designation	Initial salary Rs. (consolidated)	Term of Appointment
1.							

**Names & Signatures of the Selection Committee Members****Declaration:** Selection Committee has reviewed all the enclosures and verified.

1. Chairman \_\_\_\_\_  
 2. Member \_\_\_\_\_  
 3. Member \_\_\_\_\_  
 4. Member \_\_\_\_\_

Name and signature of Head/Faculty-in-charge/Officer-in-charge

- Encls:** 1. \*Uploaded Copy of Advt. on Institutes' website 2. Approved Selection Committee and Advt. docs  
 3. Resume of Selected Candidates with enclosures 4. Details of Candidates Called and Interviewed  
 5. Comparative Statement of Candidates Applied as per details overleaf

**For DOAD Office Use**

1. Validity of Term of Appointment	Yes/No
2. Remarks, if any.	
<b>Recommendations of Selection Committee may be approved</b>	
Dealing Assistant	Dealing Assistant
Joint Registrar (DOAD)	Dean, Administration

\*Please note it is mandatory to upload the copy of Approved advertisement on the DOAD website without which the request for appointment will not be considered.

**Note: This form is in accordance to the DFPRs 2018, dated 19<sup>th</sup> November 2018**



# Indian Institute of Technology Kanpur

## Office of Dean, Administration

Summary of Candidate for the Post of \_\_\_\_\_

### Shortlisting Criteria:

Sl No.	Application No. (if online applied)	Name, date of Birth, Current Place, Gender	Qualification: Exam Passed, Board/ University, Subject, Year of Passing, Percentage (in Chronological Order)	Experience: Post Held, Employer Name, Nature of Job, Duration of Employment (in Reverse Chronological Order)	Total Exp	Called for Interview (Yes or No)	Reason (for Called or Not Called)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Signatures of the Selection Committee Members.