



**NATIONAL CENTRE FOR PHYSICS**  
**NCP Hosted Researcher Registration Form**

Affix one fresh  
passport size  
photograph  
(blue or white  
background) and  
attach 3 additional  
photographs

**Note-1:** Applicants are required to read the NCP Hosted Researchers Policy available at [www.ncp.edu.pk/ir.php](http://www.ncp.edu.pk/ir.php) carefully before filling the form.

**Note-2:** Applicant must have first division or equivalent grade in final/last degree and no more than one second division in entire academic career.

**Note-3:** Apply at least 30 days before initiation of proposed research work at NCP Campus.

**Note -4:** Outstation Hosted Researcher means whose University/College/R&D Institute is outside municipal jurisdiction of Rawalpindi/ Islamabad and accommodation to Outstation Hosted Researcher will only be provided "SUBJECT TO AVAILABILITY".

**To be completed by the Applicant:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

CNIC No. / Passport No. & Origin (for foreigners): \_\_\_\_\_

Highest Qualification (tick): Ph.D , M.Phil/MS , M.Sc , DAE  or equivalent (please mention: \_\_\_\_\_)

Academic Record: Throughout 1<sup>st</sup> Class  One 2<sup>nd</sup> Div. in Career

Present Status: 1. Employee  2. Presently Registered Student  3. Others (please specify) \_\_\_\_\_

Designation (if employed): \_\_\_\_\_

University/College Enrollment-Registration Number (if regular student): \_\_\_\_\_

Present Organization/ University/Department: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Landline No.: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Hosted Researchers Category applied for (please check NCP website for details & tick the appropriate):**

Adjunct Faculty  Visiting Scientist/Research Scholars  NCP Associates  Post-Doc Fellows   
 Ph.D Student  M.Phil / MS Student  Internee

Proposed Research Area & Department at NCP: \_\_\_\_\_

Proposed duration of research work at NCP: \_\_\_\_\_

Accommodation Required (only for Outstation Students): YES  NO  If YES please mention duration \_\_\_\_\_

(Attach Hosted Researcher Accommodation Request Proforma)

**Whom you consulted at NCP before submission of registration form:**

Name: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor from NCP: YES  NO  Co-Supervisor from NCP: YES  NO

**Checklist of Attached Documents:**

	<u>YES</u>	<u>NO</u>
1. Attested Copy of Last Degree	<input type="checkbox"/>	<input type="checkbox"/>
2. Updated Brief CV (including list of publications during last three years)	<input type="checkbox"/>	<input type="checkbox"/>
3. Attested Copy of CNIC/Passport	<input type="checkbox"/>	<input type="checkbox"/>
4. Referral Letter from parent Department/University/Organization	<input type="checkbox"/>	<input type="checkbox"/>
5. Three Fresh Passport Size Pictures (Blue or White Background)	<input type="checkbox"/>	<input type="checkbox"/>
6. Police Verification Proforma	<input type="checkbox"/>	<input type="checkbox"/>
7. Security Particulars Proforma	<input type="checkbox"/>	<input type="checkbox"/>
8. Immunization Certificate (COVID-19)	<input type="checkbox"/>	<input type="checkbox"/>

**I, Mr./Ms./Dr.** \_\_\_\_\_ **hereby undertake that:-**

- (a) Upon acceptance, I shall pay:
  - i. **Registration Fee** (Rs. 750/- for Internees students, Rs. 1000/- M.Phil/Ph.D students, Rs. 1500/- Research Associates & Post-Doctoral Fellows and Rs. 2000/- for employees of University/ R&D Organization and Others from HEC recognized institutions/Government Departments).
  - ii. **Security Fee** (Rs. 5000/- for internees students, Rs. 10,000/- for M.Phil/MS & Ph.D Student), security fee is refundable upon completion of research work and subject to submission of Final Clearance Certificate & NCP Identity Card/Entry Card).
  - iii. **Bench Fee:** If the student/parent university institute choose research supervisor from NCP as a co-supervisor, then the bench fee will be charged (Rs. 4000/- per semester for M.Phil students and Rs. 6000/- per semester for Ph.D student).
  - iv. **Fine:** I understand that a fine of Rs. 1000/- per week will be charged to me out of my deposited security if I fail to submit Clearance Certificate to CAAD within one week after the due date of completion of my research work.
- (b) I have thoroughly read contents of the NCP Hosted Researchers Policy-Revised 2016. I shall abide by rules/regulations mentioned in the NCP Hosted Researchers Policy & procedures during stay at NCP. Upon completion of work, I shall immediately submit Clearance Proforma and entry Card to CAAD/NCP. In case of damage of NCP property, NCP can retain my security fee (under intimation to my parent department/university/organization) until I pay for the damage(s)/loss within a period of one month.

**Signature of Applicant / Date:** \_\_\_\_\_

**To be Completed by Applicant's Parent Institution/ University:**

We hereby certify that the applicant Mr./Ms./Dr. \_\_\_\_\_ S/D of \_\_\_\_\_ is presently a regular student/employee with Registration No./ PIN No. \_\_\_\_\_ at our Department/Institution/University. We have thoroughly read contents of NCP Hosted Researchers Policy (Revised-2016). We hereby recommend the above mentioned applicant for research work at NCP in the above specified category (Our Referral Letter is attached in Original) and are willing to provide/pay for any consumables towards experimental work of the said researcher at NCP Campus (if applicable after discussion with the Supervisor/Co-Supervisor at NCP campus).

**Supervisor / Co-Supervisor of Parent Department:**

**Name:** \_\_\_\_\_ **Designation:** \_\_\_\_\_  
**Department:** \_\_\_\_\_ **Signature with Date/Stamp:** \_\_\_\_\_

**Tel No.** \_\_\_\_\_

**Fax No.** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

\_\_\_\_\_  
**COUNTER SIGNATURE**  
**with Name, Designation & Date**  
**of Head/Chairperson of Parent University**

\_\_\_\_\_  
**OFFICIAL STAMP**

**For NCP Office Use Only**

Name of Applicant: \_\_\_\_\_ Department: \_\_\_\_\_ Application No. \_\_\_\_\_

- (a) Academic Record (As Per Policy): **Acceptable**  **Not Acceptable**
- (b) Financial matter is involve: YES  NO
- (c) Whether application is fit for further processing as per H.R Policy: YES  NO

**Signature/Date:** JE A&IA: \_\_\_\_\_ Manager/GM CAAD: \_\_\_\_\_ Director CAAD: \_\_\_\_\_

**Remarks on Availability of Budget (if required):** **Funds Available:** YES  NO

**Signature/Date:** AM Finance: \_\_\_\_\_ GM Finance: \_\_\_\_\_

**Recommendation / Approvals by Relevant Department at NCP:**

- (a) Application is considered: **Accepted**  **Rejected**
- (b) In case of acceptance, **Dr. / Mr. / Ms.** \_\_\_\_\_ is designated as Supervisor / Co-supervisor of applicant during research work at NCP Campus.

**Signature/Date:** Supervisor/Co-supervisor: \_\_\_\_\_ Concerned Director: \_\_\_\_\_

**Approval of DG/Concerned Head of CoE** **Signature/Date:** \_\_\_\_\_

Director CAAD: \_\_\_\_\_ GM CAAD: \_\_\_\_\_

JE A&IA: \_\_\_\_\_ TORs letter issued on: \_\_\_\_\_