



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

**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".*

1. Attested Copy of Last Degree
2. Updated Brief CV (including list of publications during last three years)
3. Attested Copy of CNIC/Passport
4. Referral Letter from parent Department/University/Organization
5. Three Fresh Passport Size Pictures (Blue or White Background)
6. Police Verification Proforma
7. Security Particulars Proforma
8. Immunization Certificate (COVID-19)

[illegible]

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

- (a) Upon acceptance, I shall pay:
- 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).
  - 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).
  - 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).
  - 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 <input type="checkbox"/> | Not Acceptable <input type="checkbox"/> |
| (b) Financial matter is involve:                                         | YES <input type="checkbox"/>        | NO <input type="checkbox"/>             |
| (c) Whether application is fit for further processing as per H.R Policy: | YES <input type="checkbox"/>        | NO <input type="checkbox"/>             |

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

GM CAAD: \_\_\_\_\_ Manager A&IA: \_\_\_\_\_

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