**In-service HRD Form**

**I. Particulars of the Nominee**

a) Name :

1. Gender :
2. Date of Birth :

d) CID Number :

e) Qualification :

f) Mobile number :

g) Email :

**II. Details of Training applied for:**

a) Training title : b) Funding Agency :

c) Institute & Location :

d) Start Date and Duration :

**III. Work Profile:**

* + 1. Designation :
    2. Organization :
    3. *Job description*  :
       1. .............................................................................................
       2. .............................................................................................
       3. .............................................................................................
    4. Date of appointment to the current organization:

***(Attach appointment letter)***

**IV. Details of three recent training undertaken**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of training** | **Institute and Location** | **Start date** | **Duration** | **Funding Agency** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**(Signature of the Candidate)**

**V. Recommendations of the HR/Head of the Nominating Agency (attached additional pages if necessary)**

1. **Give reasons for nominating the particular candidate.  
   ………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………**

1. **Description of the use of this training to the nominating agency.  
   ………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………**

I hereby on behalf of my agency certify that s/he is the most suitable person in terms of qualification and relevance of current responsibilities to the training. I also certify that s/he fulfills all criteria laid down in the HRD Rules and Regulation for Non-Civil Service Sector.

I hereby certify that on completion of the training, the nominee shall serve in the same/higher position with the agency for the duration specified in the HRD Rules and Regulation for Non-Civil Service Sector.

**Endorsement from hr of the agency**

**Date & Place:**

**Name & Designation: Seal and Signature**

**Endorsement from head of the agency**

**Date & Place:   
Name & Designation: Seal and Signature**

**verification (DWPSD, MoESD)**

**Date & Place:**

**Name & Designation: Seal and Signature**

**Document to be attached with this form:**

1. CID copy
2. Audit Clearance (for long-term or ex-country training)
3. Security Clearance (for long-term or ex-country training)
4. Appointment letter to the current job/organization
5. For the private sector, following additional documents may be requested:
   1. Valid Business license copy, and/or
   2. Tax clearance certificate for one/three years.