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| ***JOB INFORMATION for PROJECT DEVELOPMENT and COMMUNICATION (PDC) OFFICER***  **Passport Size Photo** |
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| ***GENERAL INFORMATION (Write in BLOCK Letters)***   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **First Name** | | **Middle Name** | | **Last Name** | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  | | | |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  | | | | **Date Of Birth [DD-MM-YYYY]** | | | **Email Address** | | | | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | **Marital Status** | **Blood Group** | | | | **Gender** | | |  |  | | --- | --- | |  | Married | |  | Single | |  | Other | | |  |  |  |  | | --- | --- | --- | --- | |  | O+ |  | B+ | |  | O- |  | B- | |  | A+ |  | AB+ | |  | A- |  | AB- | | | | | |  |  | | --- | --- | |  | Male | |  | Female | |  | Third Gender | | | **Email Address [Write in Capital Letter]** | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | | **Ethnicity** | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Adivasi /Janajati |  | Madheshi | |  | Dalit |  | Muslim | |  | Newar |  | Chettri | |  | Brahmin |  | Other **(Please Specify)** | | | | | | | |
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| ***PERMANENT ADDRESS [Write in Capital Letter]***   |  |  | | --- | --- | | **PROVINCE** | **Municipality/Rural Municipality** | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | **Ward / Tole** | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | |
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| ***CURRENT ADDRESS [Write in Capital Letter]***   |  |  | | --- | --- | | **PROVINCE** | **Municipality/Rural Municipality** | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | **Ward / Tole** | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | |
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| ***CONTACT INFORMATION***   |  |  | | --- | --- | | **Mobile Number** | **Land Line Number** | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |
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| ***FAMILY DETAILS [Write in Capital Letter]***   |  |  | | --- | --- | | **Father’s Name** | **Contact Number** | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | **Mother’s Name** | **Contact Number** | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |

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| ***ACADEMIC QUALIFICATIONS***   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Degree** | **Institution / University** | **Passed Year** | **Marks / Grade Obtained** | | **1** |  |  |  |  | | **2** |  |  |  |  | | **3** |  |  |  |  | |
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| ***EMPLOYMENT HISTORY***  *Please write the latest one first. You may add your employment history in case of more than 3 work assignments.*   |  |  | | --- | --- | | 1. **Organization Name** | **Position** | |  |  | | **Start Date** | **End Date** | |  |  | | **Key Achievements** | | |  | | |  | | | 1. **Organization Name** | **Position** | |  |  | | **Start Date** | **End Date** | |  |  | | **Key Achievements** | | |  | | |  | | | 1. **Organization Name** | **Position** | |  |  | | **Start Date** | **End Date** | |  |  | | **Key Achievements** | | |  | | |  | | |
| ***TRAININGS ATTENDED***  **List any other skills (including training/workshop/conference presentation) related to the job for which you are applying**   |  |  |  | | --- | --- | --- | | **Training Title** | **Organizer** | **Duration** | |  |  |  | |
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| ***LANGUAGE ABILITY***  **Please list the language you understand and rate your speaking, writing and reading ability using the following: Limited =1, Good=2, Excellent=3**   |  |  |  |  | | --- | --- | --- | --- | | **Language** | **Read** | **Write** | **Fluency / Speak** | |  |  |  |  | |
| ***COMPETENCY TEST (for each question, limit your responses to less than 300 words)***  **Q.1. What is your opinion on the role of communication in development sector in Nepal?**  **Q.2. What are your previous experiences in design, planning and implementation of project development and communication activities? Cite some examples of some of the communications and project development outputs (with links, if available online).**  **Q.3. What are the 5 major things to be considered while developing a grant proposal? Based on your experience, explain with instances of how you applied those considerations previously.** |
| ***REFERENCES***  **Please list two persons who have knowledge of your work qualifications and can serve as a referee for you.**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Full Name** | **Name & Address of Organization** | **Designation** | **Mobile** | **Email Address** | |  |  |  |  |  | |  |  |  |  |  | |
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| |  |  | | --- | --- | | **Current Salary per month** | **Expected Salary per month** | |  |  | |
| ***APPLICANT CONSENT***  I certify that the answers given herein are true and complete to the best of my knowledge. I authorise investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.  I understand that HERD will make a thorough review of my entire work history, verify all data given in my application, related papers or oral interviews as well as conduct a criminal background check. I authorise such investigation and the giving and receiving of any information requested by HERD. I release from liability any person giving or receiving such information. I understand that falsification of data given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.  I further understand that this is an application for employment and that no employment contract is being created. I understand that if chosen for an interview I must provide a copy of my Citizenship paper, academic certificate and other related documents.  I have completed and read and understand the above.   |  |  | | --- | --- | | **Signature** | **Date [DD-MM-YYYY]** | |  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  | | |