

# Nomination Form for International Training Programme for Candidates Applying under the Self-Funding Scheme

COURSE NAME: .....

(COMMENCING FROM.....to.....)

## Part – A

### Personal Particulars

*(to be completed by the candidate)*

*(PLEASE USE CAPITAL LETTERS OR TYPE)*

*Please affix  
Recent  
passport  
Photograph  
Here  
(4"x3")*

1. Name of the Applicant (*Surname first*).....

2. Nationality.....

3. Date of Birth (dd/mm/yyyy)

4. Sex:  Male  Female

5. Marital Status:  Single  Married  Divorced  Widow

6. Religion (Optional).....

7. Full Postal Address:

	<b>Address</b>	<b>Telephone Number</b>	<b>Mobile Number</b>
<b>Home</b>			
<b>Office</b>			

8. Email: .....

9. Contact Details of the person to be notified in emergency:

- (a) Name.....
- (b) Address.....
- (c) Telephone No.....Mobile.....
- (d) Email.....
- (e) Relationship to applicant.....

10. Educational Qualification of the Applicant:

<b><i>Only Degree/Diploma</i></b>	<b><i>Name of Institute/University</i></b>	<b><i>Location</i></b>	<b><i>Year of passing</i></b>	<b><i>Subjects studied</i></b>

11. Employment Details :

- (a) Name of the Employer.....
- (b) Designation.....
- (c) Date of Joining.....
- (d) Date of Last Promotion.....
- (e) Job Profile

(f) Experiences (please provide details of the last five years experiences starting with the present post going backward):

	Job Description
(i) Present Post.....from.....	.....
(ii) .....from.....to.....	.....
(iii) .....from.....to.....	.....
(iv) .....from.....to.....	.....
(v) .....from.....to.....	.....

12. Details of the project/country paper you would like to present  
(Please mention the topic and the subject area you want to cover in not more than 200 words. The subject area should be relevant to the course for which applying)

.....

.....

.....

.....

.....

.....

.....

.....

.....

13. Knowledge of languages:

	Languages known	Level of Proficiency (Please indicate in the scale of 5. 5 being excellent)
1.	English	
2.		
3.		
4.		

**Note:** In case you have obtained any testimonial/certificate in respect of proficiency in English, the same may please be attached.

14. Hobbies/Subjects of interest.....  
.....  
.....  
.....

15. Any medical information you would like to state: .....  
.....  
.....  
.....

16. List of Medical Certificates enclosed:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

17. Please mention your need for this particular course you are applying for and how it relates to your present/ future duties .....  
.....  
.....  
.....

18. Please mention briefly your expectations from the training.....  
.....  
.....  
.....

## **PART – B**

### **Statement and Declaration by the Candidate**

In case of my selection for the training I undertake to abide by the conditions as may be stipulated by my Government/Ministry/Parent Department and to accepting instructions of the Government of India and also undertake to carry out all instructions and follow the rules and regulations of the respective institution in respect of the training course and to assist to cooperate with the institution in respect of conduct and evaluation of the training course. I further undertake not to undertake any political or other activity detrimental to the interest of the Government of India and to return to my country immediately after the completion of the training.

The statements made in 'Part-A' are true and correct to the best of my knowledge and belief.

.....of.....  
(Name in CAPITAL letters) (Country)

## **PART – C**

***(to be filled in by the Head of the Department)***

1. Please briefly mention the applicant's training needs as assessed by you:
  
  
  
  
  
  
  
  
  
  
2. Do you agree that the statement of the candidate in respect of item 14/15. Otherwise please indicate your assessment of his / her learning skills.
  
  
  
  
  
  
  
  
  
  
3. Once the candidate completes his training successfully is there any plan to relocate him/her in his/her job?  
If so, how?
  
  
  
  
  
  
  
  
  
  
4. Anything else you would like us to know about the candidate?

## PART – D

### Declaration by Head of Department

I certify that I have verified the statements made by the candidate in respect of himself/herself in **Part-A** and have checked the copies of certificates being submitted against their originals and I am satisfied that they are authentic and related to the candidate. I have also ensured that the candidate has working knowledge of English which is sufficient for him/her to derive the maximum benefit out of the training.

I hereby nominate.....(name of the candidate) on behalf of the  
Government of.....

Signed .....

Designation.....

Date.....

Seal.....

**Please furnish copy to the Indian Mission for processing visa.**