**आबेदन फाराम (Application Form)**

*EDC- Nepal encourages all incumbents to read the announcement of vacancy carefully before completing this application form. Short-listing will be carried out solely of based on information provided on this application form. Incomplete CVs and forms will not be considered.*

*(EDC- Nepal ले सबै आवेदकहरूलाई यो आवेदन फारम भर्नु अघि प्रकाशित विज्ञापनलाई ध्यानपूर्वक पढ्न प्रोत्साहित गर्दछ। यस आवेदन फारममा प्रदान गरिएको जानकारीको आधारमा मात्र छोटो सूचीकरण गरिनेछ। अपूर्ण CV र फारमहरू विचार गरिने छैन।)*

*Please complete and submits this application form to EDC-Nepal through e-mail or, as hard copy to given below address. (कृपया यो आवेदन फारम भरेर EDC-Nepal को ई-मेल मार्फत वा तल दिइएको ठेगानामा हार्ड प्रतिलिपिहरु बुझाउनुहोस्।) ।*

PP size Photo

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| **आवेदन गरिएको पद (Position Applied for) :**  |
| **विज्ञापन नं. र मितीः (Vacancy Number and date):** |
| **आवेदनको दर्ता नं. (Registration Number of Application) : ……………….. (Only Office Use)** |

1. **व्यक्तिगत विवरण (Personal Information)**

|  |  |
| --- | --- |
| नाम (Name): |  |
| जातजाति (Ethnicity): |  |
| स्थाई ठेगाना (Permanent Address): |  |
| अस्थाई ठेगाना (Temporary Address): |  |
| नागरिकता नम्बर (Citizenship Number): |  |
| सवारी साधनको लाईसेन्स नं. (License Number): |  |
| प्यान नम्वर (PAN Number): |  |
| जन्म मिति (Date of Birth): |  |
| सम्पर्क नम्बर (Contact Number): |  |
| इमेल ठेगाना (Email): |  |

1. **पारिबारिक विवरण (Family Information)**

|  |  |
| --- | --- |
| बैबाहिक स्थिति (Marital Status): |  |
| बुवाको नाम (Father’s Name): |  |
| आमाको नाम (Mothers Name): |  |

1. **शैक्षिक विवरण (Educational Information)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sn.** | **Education Level** | **Main Subjects** | **University/School** | **Completed Year** | **Obtained Percentage** |
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1. **कार्य अनुभव पदसंग सम्बन्धित मात्र (Working Experience, Only Mention Applicable for this Position)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Employer** | **Position** | **Duty Station** | **Salary** | **Brief Description of job Descriptions/Work performed** |
| **From** | **To** |
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1. **पदसंग सम्बन्धित तालिम प्राप्त मात्र (Training Received, Only Mention Applicable for this Position)**

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| **सि.नं.** | **तालिमको बिषय** | **तालिम अबधी** | **तालिम दिने संस्था/निकाय** |
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1. **प्रदान गरिएको तालिम (Trainings Imparted)**

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| --- | --- | --- | --- |
| **सि.नं.** | **तालिमको बिषय** | **तालिम अबधी** | **संस्था वा निकाय** |
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1. **भाषागत ज्ञान (Language Proficiency)**

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| --- | --- | --- |
| **Language** | **Level of spoken competency** | **Level of written competency** |
| **Basic** | **Intermediate** | **Advance** | **Basic** | **Intermediate** | **Advanced** |
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1. **कम्प्यूटर ज्ञान र सिप (Computer Skill and knowledge)**

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| --- | --- | --- | --- | --- |
| **Course/Applications** | **Period of course** | **Name of Institution** | **Completed date** | **Level of Skills & knowledge competency** |
| **Basic** | **Intermediate** | **Advance** |
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1. **यो पद तपाइको लागि किन उपयुक्त छ ? तपाईले अपेक्षा गरेको तलब सहित बढीमा १५० शब्दमा लेख्नुहोस । (Why this position is appropriate for you? Write in 150 words maximum along with your expected salary).**

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1. **चारित्रिक विवरणः (Characteristic details )**

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| प्रश्नहरु **(Questions)** | छु **(Yes)** | छैन **(No)** | कारण **(Reasons)** |
| के तपाई कुनै अपराधिक कार्यमा संलग्न हुनुहुन्छ? |  |  |  |
| के तपाईको कुनै अपराधिक कार्यहरु विचाराधिन अवस्थामा रहेका छन? |  |  |  |

1. **सन्दर्भ (References at list 3 persons)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Organization** | **Position** | **Contact Number** | **Email** |
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**१२ आवेदकको मञ्जुरी (Applicant’s consent):**

I certify that all the information provided in this application for employment form is true and complete to the best of my knowledge. Hence, I hereby authorize EDC-Nepal or its representatives to investigate the accuracy of my statements and the information provided in this form.  It is understood that false or misleading information in this form and from any cross-verifying will disqualify me for any opportunities regarding this employment calls or any other job in EDC- Nepal.

आबेदकको हस्ताक्षर (Applicant Signature) …………………….… Date (मिति)………………..

***Applicant information will be treated strictly confidential.***

***(आवेदकका सबै सूचनालाई कडाईका साथ गोप्य राखिनेछ।)***

**Note:**

*Please download this application form from EDC's website - www.edcdoti.org.np/NEWS/EVENTS and send it to EDC's email - vacancyedcnepal@gmail.com or edcnepal2053@gmail.com. Or the hard copy can be submitted to EDC office in Silgadhi Doti. कृपया यो आवेदन फारम EDC को वेबसाइट www.edcdoti.org.np/NEWS/EVENTS बाट डाउनलोड गर्नुहोस् र EDC को इमेल vacancyedcnepal@gmail.com वा edcnepal2053@gmail.com मा पठाउनुहोस्। वा हार्डकपी EDC कार्यालय सिलगढी डोटीमा बुझाउन सकिनेछ।*