

**HRD FELLOWSHIP NOMINATION FORM-4**

**1. Brief Particulars of the Candidate Nominated**

- a) Name :
- b) Employee ID No. :
- c) Designation, Place of Posting & Employing Agency :
- d) Date of Birth and Age :
- e) Father's Name :
- f) Name, Occupation and Nationality of Spouse:
- g) Permanent Address :
- h) Documents verified (quote reference numbers)-original to be retained with Ministries/Agencies :
  - i) Security Clearance Certificate
  - ii) Audit Clearance Certificate
  - iii) Citizenship ID number
- i) Qualification :
- j) Date of Initial appointment in Govt. Service :
- k) Date of appointment to the present position :
- l) Present job description (state Briefly) :
  - 1 .....
  - 2 .....
  - 3 .....

**II Details of Training to be undertaken**

- a) Course under HRD Master Plan or Ad-hoc offer :
- b) Funding Agency :
- c) Course Title/Field of Training :
- d) Institution and location (Mention Country also) :
- e) Date of start and duration :

III Details of all past training (including seminars/study tours/workshops) (if the space provided is not sufficient, use a separate sheet)

Course Title	Institute & Location (Mention country also)	Dt./Month/Year	Duration (in m.m)	Funding Agency
i)				
ii)				
iii)				
iv)				

IV. Special achievements/research work done/extracurricular activities (mention Briefly and enclose proof, if necessary)

I hereby certify that the above information is correct to the best of my knowledge. I Understand that I am liable for disciplinary actions by appropriate authorities in the event that they find the above information incomplete or incorrect.

(Signature of the Candidate)

V. Recommendations of the Department and Head of the Ministry

i) Give reasons for nominating the particular candidate.

ii) Description of the use of this training to the Ministry/Department/  
Organization.

Place :

Date :

Signature :

\*Name & Designation of  
the Head of Dept/Agency:

RECOMMENDED

Place :

Date :

Signature :

\*Name & Designation of  
the Head of Dept/Agency:

\* The signature should be of the incumbent and not of persons officiating on his behalf.