## Application Form for Certificate Course (Six months long) under the Project titled "LGED's Human Resource Development and Capacity Enhancement Project (1st Revised)"

(All Fields are mandatory to be filled up)

## (A) Applicant's Personal Information:

| 1.  | Applicant's Name                                   | : |                        |
|-----|--|---|------------------------|
| 2.  | (a) Date of Birth                                  | : | YearDay                |
|     | (b) Age as on 21.03.2024                           | : |                        |
| 3.  | (a) Designation                                    | : |                        |
|     | (b) Work Address                                   | : |                        |
| 4.  | Name and designation of the<br>Controlling Officer | : |                        |
|     |  |   |                        |
| 5.  | Date of Joining in LGED                            | : |                        |
| 6.  | Date of Permanent (Order/GO need to be attached)   | : |                        |
| 7.  | National ID Number                                 | : |                        |
| 8.  | Mobile Number (Personal)                           | : |                        |
| 9.  | e-mail Address (Please write in<br>Capital)        | : |                        |
| 10. | MRP Passport (Official) Details (If any)           | : | Passport Number :      |
|     |  |   | Issue Date Expiry Date |

## (B) Educational Qualifications:

| SI | Name of the<br>Course/Degree | Educational<br>Institution/University | CGPA/Division | Passing<br>Year | List of Major<br>Subjects |
|----|------------------------------|---------------------------------------|---------------|-----------------|---------------------------|
| 1. | SSC                          |                                       |               |                 | Not Required              |

| Course Name  Major Subject Country List  Major Subject Country Name  Study Grade/ Result  Study Result  Source  The course was conducted by scholarship or se  | 2.    | ŀ              | ISC             |                  |                |              |           | Not Required   |  |
|--|-------|----------------|-----------------|------------------|----------------|--------------|-----------|--|--|
| a) IELTS Registration No:  | 3.    | _              | _               |                  |                |              |           |  |  |
| c) IELTS Score:  Listening Reading Writing Speaking Overall Band Date of Expiry  (a) Options of Courses:  Option-1:  Option-2:  Option-3:  Details of in-Service Masters/Diploma Courses already taken/completed:  (a) Master's/Diploma Details (Already completed):  Course Name Subject Country Name Of the Subject Source Subjects of Subject Source Subject Source Subject Source Subject Source Source Subject Source Sour | C) En | glish Profi    | ciency Test Det | ails:            |                |              | I         |  |  |
| c) IELTS Score:  Listening Reading Writing Speaking Overall Band Date of Expiry  Ja) Options of Courses:  Options Name of the subject for Post Graduate Diploma  Option-1:  Option-2:  Option-3:  b) Justification of your choices for selected subjects of the courses should be submitted separately within 200 words for each subject (Attach as Annexures):  Details of in-Service Masters/Diploma Courses already taken/completed:  a) Master's/Diploma Details (Already completed):  Course Name Subject Country Name Study Duration Result Source Mention whether the course was conducted by scholarship or se   | a)    | IELTS Regi     | istration No:   |                  |                |              |           |  |  |
| Listening Reading Writing Speaking Overall Band Date of Expiry    Ja   | b)    | IELTS Test     | Date:           |                  |                |              |           |  |  |
| Details of in-Service Masters/Diploma Courses already taken/completed:  a) Master's/Diploma Details (Already completed):  Course Name Subject Country Duration Result Source Scholarship or se Scholarship or se   | c)    | IELTS Scor     | ·e:             |                  |                |              |           |  |  |
| Option-1:  Option-2:  Dyscipling by Justification of your choices for selected subjects of the courses should be submitted separately within 200 words for each subject (Attach as Annexures):  Details of in-Service Masters/Diploma Courses already taken/completed:  (a) Master's/Diploma Details (Already completed):  Course Name Subject Country Name Study Duration Result Source Source Scource Scourc | Lis   | stening        | Reading         | Writing Speak    |                | Overall Band |           | Date of Expiry   |  |
| Option-1:  Option-2:  b) Justification of your choices for selected subjects of the courses should be submitted separately within 200 words for each subject (Attach as Annexures):  Details of in-Service Masters/Diploma Courses already taken/completed:  a) Master's/Diploma Details (Already completed):  Course Name  Major University & Study Duration Result Source  Subject Country Name  Mention whether the course was conducted by scholarship or se   |       |                |                 |                  |                |              |           |  |  |
| Digition   | a) C  | Options of     | Courses:        |                  |                |              |           |  |  |
| Diption-2:  b) Justification of your choices for selected subjects of the courses should be submitted separately within 200 words for each subject (Attach as Annexures):  Details of in-Service Masters/Diploma Courses already taken/completed:  a) Master's/Diploma Details (Already completed):  Course Name Subject Country Study Duration Result Funding Source conducted by scholarship or se   |       | -              |                 | Name of the      | subject for Po | st Graduat   | e Diploma |  |  |
| b) Justification of your choices for selected subjects of the courses should be submitted separately within 200 words for each subject (Attach as Annexures):  Details of in-Service Masters/Diploma Courses already taken/completed:  a) Master's/Diploma Details (Already completed):  Course Name  Major University & Study Duration Subject Country Duration Subject Subject Country Name  Mention whether the course was conducted by scholarship or se   | Optio | on-1:          |                 |                  |                |              |           |  |  |
| b) Justification of your choices for selected subjects of the courses should be submitted separately within 200 words for each subject (Attach as Annexures):  Details of in-Service Masters/Diploma Courses already taken/completed:  a) Master's/Diploma Details (Already completed):  Course Name Major University & Study Subject Country Name Study Duration Result Source Source Scholarship or se   | Onti  | an 2:          |                 |                  |                |              |           |  |  |
| b) Justification of your choices for selected subjects of the courses should be submitted separately within 200 words for each subject (Attach as Annexures):  Details of in-Service Masters/Diploma Courses already taken/completed:  a) Master's/Diploma Details (Already completed):  Course Name  Major Subject Country List Name  Study Duration Grade/ Result Source Mention whether the course was conducted by scholarship or se   | Optio | <u>011-2</u> . |                 |                  |                |              |           |  |  |
| within 200 words for each subject (Attach as Annexures):  Details of in-Service Masters/Diploma Courses already taken/completed:  a) Master's/Diploma Details (Already completed):  Course Name  Major University & Study Ouration Subject Country Name  Study Duration Result Source Source Scholarship or se   | Opti  | on-3:          |                 |                  |                |              |           |  |  |
| within 200 words for each subject (Attach as Annexures):  Details of in-Service Masters/Diploma Courses already taken/completed:  a) Master's/Diploma Details (Already completed):  Course Name  Major University & Study Ouration Subject Country Name  Subject Name  Study Duration Result  Funding Conducted by scholarship or se   |       |                |                 |                  |                |              |           |  |  |
| Course Name  Major Subject Country List  Name  Study Grade/ Result  Grade/ Result  Source  Mention whether the course was conducted by scholarship or se   | with  | nin 200 wo     | rds for each su | bject (Attach as | Annexures):    |              |           | ubmitted separately  |  |
| Course Name  Major Subject Country Name  Study Duration  Study Duration  Grade/ Funding Source  Source the course was conducted by scholarship or se   | a) N  | /laster's/Di   | ploma Details ( | Already comple   | ted):          | T            | ı         | _  |  |
|  | С     | ourse Nam      | ne Subject      | Country          | Study          | _            | _         | Mention whether<br>the course was<br>conducted by<br>scholarship or self-<br>financing or others |  |
|  |       |                |                 |                  |                |              |           |  |  |

| Course Name          | Course/Subject<br>List                    | University &<br>Country Name | Study Duration<br>(Date from and to)            | Funding Source     |
|----------------------|---|------------------------------|---|--------------------|
| Program?             | n selected as a prinerovide the details): | cipal or an alternativ       | ve candidate to any oth                         | er Scholarship     |
| Course Name          | Course/Subject<br>List                    | University &<br>Country Name | Study Duration<br>(Date from and to)            | Funding Source     |
| the undersigned, he  | ereby certify that the                    | e information contai         | ned in this application                         | is true, correct a |
| omplete. I understar | nd that, any false sta                    |                              | ned in this application rewith will be consider |                    |
| _                    | nd that, any false sta                    |                              | * *   | ed as ground fo    |

## <u>Checklist</u>

| CI | Details                                  | Pleas | e Tick | Comment |
|----|--|-------|--------|---------|
| SI |  |       | No     | Comment |
| 1. | The completed original application form  |       |        |         |
| 2. | IELTS Test Report                        |       |        |         |
| 3. | Confirmation Order as permanent employee |       |        |         |
| 4. | Copy of Passport (If any)                |       |        |         |
| 5. | Photocopy of National Identity Card      |       |        |         |
| 6. | Passport size photograph (2 copies)      |       |        |         |

| Signature of the Applicant<br>(With seal and date) |  |
|--|--|