**Prescribed Form 1**

**FOR the Employer/ Authorized Officer**

**The Project for Human Resource Development Scholarship (JDS) in Inda 2025**

**CONFIDENTIAL STATEMENT of REFERENCE for MASTER LEVEL**

This reference statement is to be completed by the applicant’s supervisor. It should be typed in English, and the Referee is requested to submit it via The Admission Office (https://admissions-office.net/en/recommenders/sign\_in) from 15th October to 8th November 2026. Prescribed From 1 submit by the applicant will NOT be accepted.

(This part should be typed by the applicant by him/herself):

Name of Applicant (as of written in passport all block letter)

Given names:       Surname:

Applicant’s mobile number:

Email Address of Applicant:

Accepting University (1st choice): Select an item

Accepting University (2nd choice) : Select an item

To the Referee:

This is an integral part of the application form for the scholarship program provided under the Grant Aid Program by the Government of Japan. This program offers opportunities to study at master’s course at Japanese higher education institutions. This programme aims to enhance the leadership skills of civil servants in India so that they can contribute more effectively to their home country after completion of their respective studies. Your candid responses to the items below would greatly assist in the selection. Please submit it via The Admission Office as instructed on JDS website.

.**1. How long have you known the applicant and in what context?**

**2. How do you perceive the applicant’s personality?**

**(Strength)**

(Weakness)

**3. How do you describe the applicant’s competence and weakness in his/her work?**

**(Competence)**

**(Weakness)**

**4. How do you appraise the applicant’s ability upon his/her return to India, and the duties he/ she will undertake?**

**5. Please evaluate the applicant regarding the following items in comparison with other staff: Please tick the applicable box from each section below.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Excellent | Good | Average | Below Average |
| Academic Ability |  |  |  |  |
| Knowledge of Specialty Field |  |  |  |  |
| Motivation & Diligence |  |  |  |  |
| Potential for Future Contribution in Specialty Field |  |  |  |  |
| Leadership |  |  |  |  |
| Emotional Maturity |  |  |  |  |
| Communication Skill |  |  |  |  |
| Skill in Maintaining Personal Relationship with others |  |  |  |  |
| Adaptability to New Environment |  |  |  |  |

**6. Other recommendation remarks:**

7. Relevance of the applicant’s research plan and his/her current work;

(please tick one from below)

Strongly relevant /  somewhat relevant /  not relevant

**Comments:**

Full Name of the Referee:       Referee’s signature

Position Title:

Name of Office and Division:

Relationship to the Applicant: Supervisor

Office Phone No.:

Mobile No.:

Email Address:

Date: (day)     /(month)      /(year)