Prescribed Form 1

**FOR the Employer/ Authorized Officer**

The Project for Human Resource Development Scholarship (JDS)   
in Nepal 2026

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 14th October to 10th November 2025. Prescribed From 1 sent 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:

Component: Select an item

Accepting University: Select an item

To the Referee:

This is an integral part of an 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 educational institutions. Also, this is to enhance the leadership skills of civil servants in Nepal 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 the selection. Please submit it via The Admission Office as instructed on JDS website link.

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

2. How do you estimate 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 that he/she will fill upon his/her return to Nepal, and the duties he/ she will undertake?

5. Please evaluate the applicant regarding the following items in comparison with other staff: Please tick one 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)