

SAARC Tuberculosis and HIV/AIDS Centre (STAC)

**Thimi, Bhaktapur, Kathmandu, Nepal**

**Application Form for the Post of Receptionist (GSS III)**

Photograph

INSTRUCTIONS: Please fill up the Form completely and clearly. Type or print in ink. If needed, additional pages may be attached.

Be sure to sign and date the Form.

 \_\_\_\_\_\_\_\_

1. Name (As per Certificates)
2. Present Address
3. Mailing Address (if separate from present Address)
4. Permanent Address
5. (a) Place of Birth (b) Date of Birth

Day Month Year

1. (a) Citizenship at Birth (b) Present Citizenship
2. Sex (tick appropriate): Male Female
3. Marital Status (tick appropriate):

Married  Single  Widowed  Divorced  Separated

1. Have you any dependent/s? Yes No

If the answer is “Yes” provide following information:

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| --- | --- | --- |
| Name | Date of Birth | Relationship |
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1. Have you taken up legal residence status in any country other than that of your nationality?

Yes  No

If the answer is “Yes” which country?

1. Have you taken any legal steps towards changing your present nationality? Yes  No

If answer is “Yes” explain fully

1. Education; Furnish details
	1. General Education: University/College Level

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| --- | --- | --- | --- |
| Name and Place of Institute | Degree/Diploma\* | Year | Main Subject(s) |
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\*Please attach the copies of attested mark sheets & certificates

1. B. Professional Education/Experience General Education: University/College Level

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| --- | --- | --- | --- |
| Name & Place of Institute | Degree/Diploma | Year | Fields of study |
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\*Please attach the copies of attested mark sheets & certificates

1. Language Proficiency (tick appropriate)

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| --- | --- | --- | --- |
|  | Excellent | Good | Fair |
| English |  |  |  |
| Others |  |  |  |
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1. Experience in Diplomatic Organization/International/Regional organizations/Embassy/Government Agencies in the field of TB and HIV/AIDS Laboratories.

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| --- | --- | --- | --- |
| **Name and Address** | **Position** | **From -To** | **Nature of work** |
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\*Please attach supporting document/s.

1. Employment Record: Starting with your present or most resent post, list in reverse order every employment in any organization during the last five years and any significant experience not included in that period which you believe will be helpful in evaluating your record. Use a separate block for each post. *Use additional sheets of paper, if served in more than two organizations.*

Date: Salaries per annum (Excl…Allowances) Exact title of your post From Starting Present

To (Present)

Name of Supervisor Allowances, etc Duty Station

Name of Employer Total Tax Number & Kind of employees supervised by you

Address of Employer Net Salary Reason for leaving If applicable

Description of your work

Date: Salaries per annum (Excl. Allowances) Exact title of your Post From Starting Present

To (Present)

Name of Supervisor Allowances. etc Duty Station

Name of Employer Total Tax Number & Kind of employees supervised by you

Address of Employer Net Salary Reason for leaving If applicable

Description of your work

1. References: List three persons not related to you who are familiar with your Character and qualification.

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| --- | --- | --- |
| Full Name & Designation | Full Address with Tel, Fax/Email | Occupation/ Designation |
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1. Have you any objections to making inquiries with your present employer?
2. Legal Convictions (include all convictions other than those for minor violations of road traffic qualifications:

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| --- | --- | --- | --- |
| Charge | Date | Where tried | Conviction |
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1. State any other relevant facts, include information regarding any residence or prolonged travel abroad, giving dates, areas, purposes, etc. Also state any disabilities which might limit your field of work. Final appointment will be subject to physical examination.

I certify that the statements made by me in the foregoing items are true, complete, correct to the best of my knowledge and belief. I understand that any false statement or any required information withheld form this Form may provide grounds for the withdrawal of any offer of appointment or dismissal if an appointment has been accepted.

Signature:

Date:

Place:

**RECOMMENDATION OF CANDIDATE’S EMPLOYER**

I do hereby certify that Mr./Ms/Mrs.

 of

shall be released on deputation to join the SAARC Tuberculosis and HIV/AIDS Centre (STAC), Kathmandu, Nepal as per stipulated date if he/she is appointed as

Signature:

Date:

 Name:

 Designation:

 Institution:

Office Seal

**General Information(s):**
Interested candidates are requested to apply for this post with the submission of complete **“Application Form in STAC Format”** along with the following:

* Cover Letter addressed to the Director, SAARC Tuberculosis and HIV/AIDS Centre (STAC), Thimi, Bhaktapur.
* Updated CV
* One recent passport-size photograph
* Attested education certificates from Department of Consular Services

Note: All original educational certificates, along with attested copies from the Consular Division of the Ministry of Foreign Affairs, Nepal, must be brought to the interview for verification.

* Experience certificates and other relevant documents
* Certificates of Trainings of related field, if applicable
* Recommendation of Candidate’s Employer (Format in Application Form)

**Application procedure:** Electronic copy of the listed documents should be sent to director@saarctb.org and hardcopy should be submitted through Post Box no: 9517 by September 16, 2025.

Please include “Receptionist-STAC” in the subject line.

Submissions of both electronic and attested hard copies are compulsory.