

## CURRICULUM VITAE



**MR. KIRAN RAJ SHARMA**  
**SECRETARY,**  
**MINISTRY OF DEFENCE, GOVERNMENT OF NEPAL.**

### **PERSONAL INFORMATION**

Date of Birth : 08/11/1969

Status : Married (One Son)

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Address

Permanent : Phalewas-03, Shanker Pokhari, Parbat

Residential : Kathmandu-26, Chentanshil Marg, Samakhushi, Kathmandu

Hobbies : Reading texts on Eastern Philosophy, Culture and Governance  
Reforms, Yoga & Meditation

Country Visited : Shri-Lanka, India, Tajikistan, China, Macao, Hongkong, Australia,  
United Kingdom, Finland, South Korea(Official)  
The United States of America, Sweden, Baharain (Personal)

### **PROFESSIONAL EXPERIENCES**

<b>S.N.</b>	<b>Institution served</b>	<b>Designation/ Responsibilities</b>	<b>From</b>	<b>To</b>
1	Ministry of Defence, Government of Nepal.	Secretary	5 <sup>th</sup> Jan, 2022	Till the date
2	Bagmati Province	Principal Secretary	August14, 2021	Jan 12, 2022
3	Office of the Prime Minister and Council of Ministers	Secretary		
4	Office of the Prime Minister and Council of Ministers	Joint Secretary/Spokesperson		
5	Department of Information and Broadcasting	Director General		
6	Ministry of Internal Affairs and Law, Gandaki Province	Province Secretary		
7	Public Service Commission	Joint-Secretary / Spokesperson		
8	Ministry of General Administration	Joint-Secretary / Spokesperson		
9	Ministry of Forest and Environment	Joint Secretary		
10	Ministry of Energy	Joint Secretary	March 6, 2013	
11	Public Service Commission	Under Secretary		

12	Ministry of General Administration	Under Secretary		
13	Ministry of Women, Children and Social Welfare	Under Secretary	November, 2002	
14	Ministry of Defence	Account officer	March, 2001	November, 2002
15	District Treasury Comptroller Office, Bajura	District Treasury Comptroller	August, 2000	March, 2001
16	Ministry of General Administration	Account Officer	May, 2000	August, 2000
17	Third Livestock Development Project, ADB Loan Project, Lalitpur	Account Officer	September, 1996	May, 2000
18	Department of Agriculture	Account Officer	April, 1995	September, 1996
19	Nepal Rashtira Bank	Assistant	April, 1990	February, 1995
20	Rastriya Banijya Bank	Assistant	April, 1988	April 1990

### MAJORE ACCOMPLISHMENTS

- While working at Public Service Commission, made sincere attempts to promote and safeguard the organizational values by enhancing impartiality, fairness, transparency, organization building for merit & evidence-based selection system
- As a spokesperson of OPMCM, coordinated with various ministries in disseminating information and assisting in preparing action plans for effective management of Covid-19
- While working in each organization, made sincere efforts for promoting organizational values, principle based work culture, ethical values, due implementation of legal provisions, professional culture of coordination and cooperation, etc.

### ACADEMICS

Name and address of institution (school/College)	Degree obtained	Study period from - to
Tribhuvan University, Kathmandu	Master's in Public Administration (MPA)	1996- 1999
Tribhuvan University, Kathmandu	Master's in Business Administration (MBA)	1991-1994
Tribhuvan University, Kathmandu	Diploma in Business Administration and Commerce	1988-1989

### TRAININGS/SEMINARS

- In-Service Trainings ( Basic Pre-Service, SEDP and a few others), Nepal Administrative Staff College, Jawalakhel
- Short Professional Courses & Trainings such as “Tips for Success” while staying in the USA.

- ICT Training In South Korea (Amidst Official visit)
- Participated in a few seminars on Gender Issues, Environmental Issues, Energy Issues, Human Resources Development (esp. on HR Selection), National Conferences etc.

#### **AWARDS / HONOURS/ COMMENDATIONS**

- Suprawal Janasewa Shree, honored by the President of Nepal dated August 9, 2021

#### **RESEARCH EXPERIENCES INCLUDING PUBLICATIONS**

Articles on

- Administrative Reforms,
- Reforms in Civil Service,
- Morality and Codes of Conduct,
- Oriental Philosophy and Nepal's Governance System,
- Result Oriented Administration,
- Environmental Problems and Solutions Measures,
- Public Enterprise Privatization and
- Others

*(Published in various national dailies, journals and bulletins).*

#### **SOCIAL SECTOR AFFILIATIONS**

- Life Time member, Sanatan Hindu Dharma Samaj, Chitwan, Nepal
- Associated with Mahesh Ashram, Devghat, Chitwan
- General Member of Manav Sewa Ashram, Central office, Hetauda
- Register Auditor, Member of The Institute of Chartered Accountants of Nepal
- Life-Time Member, Public Administration Campus Alumni Association
- Founder Member, Shanker Pokhari Development Social Institute, Parbat
- Life-Time Member, The Reiyukai Nepal
- Executive Member, Society for Women and Youth Welfare (SWYWN), 1988

#### **STRENGTHS**

- Punctuality
- Sincerity on duties and responsibilities
- Analytical competencies on Public Sector Reform and Service Delivery

#### **VALUES**

- Fairness in selection process : Equal job opportunities for all.
- Integrity is a great strength for public figure.
- Public officials should concentrate only on public duties.