

UGC HUMAN RESOURCE DEVELOPMENT CENTRE

THE UNIVERSITY OF BURDWAN

BURDWAN, WEST BENGAL – 713 104

Website: www.buruniv.ac.in

E-mail: office@hrdc.buruniv.ac.in

Application Form for Non-teaching Staff Training Programme

Name of the Course for which Application is made (Name as per Tentative Schedule)	
Period (as per Tentative Schedule)	

1. Name of the Applicant (Block Letters) :
2. Sex (Please tick) : Male / Female
3. Community (GEN/ST/SC/OBC/BC) :
4. Qualification :
5. Present Designation :
(Junior Assistant/Office Assistant/Senior Assistant/Senior Office Assistant/Junior Superintendent/Senior Superintendent/Section Officer)
6. Date of First Regular Appointment :
7. Nature of Appointment :
(Permanent/Probationary/Temporary/Ad-hoc)
(Photocopy should be attached)
8. Present University / College and Address (State Whether Private / State / Central Aided) :
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.....
Office Phone No. : STD Code No.....
9. Name of the Affiliating University :
10. Residential Address :
.....
.....
Residential Phone No. : STD Code No.....
11. Mailing Address with Pin Code :
.....
.....
Mobile Number :
E-Mail (Call Letter to be sent) :

- 12 Please write the address from where :
you want to participate in the course
(a) Whether it is under Burdwan : Yes / No
Municipality (Please tick)
(b) Distance from HRDC, BU (Approx) :

13 Accommodation Required (Please tick) : Yes / No

I hereby undertake to participate in the Evaluation Process during the course under the guidance of Resource Persons and to abide by the rules and regulations of UGC-Human Resource Development Centre.

Date:

.....
(Signature of the Applicant)

**Certificate of "Recommendation" and "No Objection" from the Principal /
Teacher-in-Charge / Dean of Faculty / Registrar of University**

*Certified that the Applicant (Name)
(Present Designation) is a permanent employee in this Institution and is
serving for years. I do hereby recommend his/her application. He/ She will be
relieved on time to participate in the above course, at UGC-Human Resource Development
Centre, The University of Burdwan, if selected.*

Date:

.....
(Signature of the Forwarding Authority with seal)

Application Procedure

1. Advance copy of application may be submitted through e-mail followed by hardcopy throughout the year.
2. Complete application (Hardcopy) must reach us 30 days before the commencement of a Programme. No application will be entertained after that date and incomplete application will not be accepted.
3. (a) In case of **Non-teaching Staff Training Programme**, a non-refundable demand draft of Rs. 1,000/- (Rupees One thousand only) should be sent in favour of “**UGC-HRD Centre, The University of Burdwan**” payable at **BURDWAN** only after a candidate is selected for the course. The crossed demand draft should be sent along with confirmation letter within the date specified in the e-mail. Draft should not be purchased before 45 days of commencement of a Programme.

(b) The confirmation letter should be sent through email/hardcopy only after a candidate is selected for the course within the date specified in the call letter / e-mail.
4. Candidate should bring a **Release Order** from Appropriate Authority at the time of Registration in any course. Status of the Institution i.e. whether under section 2(F) /12(B) or Private College affiliated to any University should be clearly mentioned in the release order.
5. **Participants are requested to look into Burdwan University Website regularly for Selection List and for any other important information, including change of dates of a Programme.**

Address for all Correspondence:

**The Director
UGC HUMAN RESOURCE DEVELOPMENT CENTRE
THE UNIVERSITY OF BURDWAN
GOLAPBAG, BURDWAN
PIN – 713104
WEST BENGAL, INDIA
Tel: 0342-2657938 / 0342-2658050 (D)
Fax – 0342-2657938
EPABX – 0342-2634975 (Extn. 461)
E-mail – office@hrdc.buruniv.ac.in
Website: www.buruniv.ac.in**