

**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

Photo

Application Form for STC on Professional Skill Development for Non-teaching Staff

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. Highest Qualification :
5. Present Designation :
(Jr. Assistant / Office Assistant / Sr. Assistant/ Sr. Office Assistant/ Jr. Superintendent/ Sr. Superintendent/ Section Officer)
6. Date of First Regular Appointment (DD/MM/YYYY) :
7. Nature of Appointment (Permanent / Probationary / Temporary / Ad-hoc) :
8. Present University/College & Address (State whether Private/State/Central Aided) :
.....
.....
- 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. Accommodation Required (Please tick) : Yes / No

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

The information given above is true & correct.

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 / Probationary / Temporary / Ad-hoc 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.*

Following information furnished by the candidate are verified with official record.

Present Designation :

Nature of Appointment
(Permanent / Probationary / Temporary / Ad-hoc)

Date of First Regular Appointment :
(DD/MM/YYYY)

Highest Qualification :

Date:
(Signature of the Forwarding Authority with seal)

For UGC-HRDC use only

Certificate of "Recommendation" and "No objection" from forwarding authority with proper verification of information furnished by the candidate.

Remark/s (if any)

Checked with Signature

Application Procedure

1. Hard copy of application may be submitted 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 **STC on Professional Skill Development for Non-teaching Staff**, 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 submit Annexures A, B & C at the time of Registration.**
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**

ANNEXURE- A

BANK DRAFT DETAILS

STC on Professional Skill Development for Non-teaching Staff

Name:

Name of College/Univ:

Bank Draft No.:..... Date: Amount: Rs. 1000/-

Name of Bank: Branch:

Your contact No.: Signature:

ANNEXURE- B

RELEASE ORDER

To
The Director
UGC-HRDC
The University of Burdwan
Golapbag, Burdwan - 713104

Sub: Release order of Mr/Ms/Dr.....
for joining the STC on Professional Skill Development for Non-teaching Staff

Ref. Your letter No.....dated.....

Sir/Madam,

With reference to the above, I am to inform you that Mr/Ms/Dr.....
is hereby relieved today the day of, 20.....FN/AN to enable him join
the STC on Professional Skill Development for Non-teaching Staff being conducted by
UGC-HRDC, Burdwan University from.....to.....

He/She shall attend the classes full time and shall not avail any kind of leave during the
programme and his/her period of absence shall be treated as per rule.

Signature & Seal of
PRINCIPAL / TEACHER IN
CHARGE / DEAN OF
FACULTY / REGISTRAR OF
THE UNIVERSITY
of the relieving institute

ANNEXURE- C

MEDICAL CERTIFICATE

Certified that Mr/Ms/Dr....., Son/Daughter/Wife of
....., a resident of

.....
is medically fit to join and undergo STC on Professional Skill Development for Non-teaching
Staff being conducted by UGC-HRDC, Burdwan University from to
.....

Signature of the Physician with date

Regn. No.....

Seal