

**UGC HUMAN RESOURCE DEVELOPMENT CENTRE
THE UNIVERSITY OF BURDWAN**

BURDWAN, WEST BENGAL – 713104

Website: www.buruniv.ac.in

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

Application Form For

**Training Programme for Skill Development of Non-Teaching Members of Higher
Education**

Period (as per Tentative Schedule)	
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1. Name of the Applicant (Block Letters) :
2. Sex (Please tick) : Male / Female / Transgender
3. Community (GEN/ST/SC/OBC/BC) :
4. Date of Birth (DD/MM/YYYY) :
5. Highest Qualification :
6. Present University / College & Address (State whether Private/State/Central Aided) :
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.....
- Office Phone No. STD Code No.....
7. Name of the Affiliating University :
8. Present Department :
9. Present Designation :
10. Date of First Regular Appointment (DD/MM/YYYY) :
11. Nature of Appointment (Permanent / Probationary / Temporary / Ad-hoc) :
12. Date of Appointment / Promotion to the Present Designation (DD/MM/YYYY) :
13. Present Scale of Pay :
Pay Band Pay :
Grade Pay :

14. Residential Address :
- Residential Phone No. STD Code No.....
15. Mailing Address with Pin Code :
- Mobile Number** :
- E-Mail (Call Letter to be sent)** :
16. Accommodation Required (Please tick) : Yes / No

I hereby undertake to participate in 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.

- Date of First Regular Appointment (DD/MM/YYYY)** :
- Nature of Appointment (Permanent / Probationary / Temporary / Ad-hoc)** :
- Present Designation** :
- Date of Appointment / Promotion to the Present Designation (DD/MM/YYYY)** :
- Grade Pay** :

Date:
(Signature of the Forwarding Authority **with seal**)

Documents to be submitted along with the Application

1. Document in support of **Date of First Regular Appointment**.
2. Document in support of **Date of Appointment / Promotion to the Present Designation**.
3. Document in support of **Present Grade Pay**.

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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

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Application Procedure

1. Hard copy of application may be submitted throughout the year.
2. Complete application (Hardcopy) must reach on or before 15 days of the commencement of a Programme. ***No application will be entertained after that date and incomplete application will not be accepted.***
3. 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. Confirmation Letter of participation HARD COPY along with Demand Draft by post / by hand **OR** Confirmation Letter of participation SOFT COPY along with Demand Draft Number by email (to be sent at **applicationhrdc@gmail.com**) must reach UGC-HRDC, The University of Burdwan within the date specified in the Call Letter / E-mail. Draft should not be purchased before 45 days of commencement of a Programme.
4. **Candidate should submit Annexure A 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 and last date of submission of application form subject to the prior approval of the Director.**

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

RELEASE ORDER

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

Sub: Release order of Mr./Ms./Dr. for joining the **Training Programme for Skill Development of Non-Teaching Members of Higher Education.**

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 Training Programme for Skill Development of Non-Teaching Members of Higher Education 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 (with Seal)

Principal / Teacher-in-Charge / Officer-in-Charge / Registrar of the University of the relieving institute