



**UGC-HUMAN RESOURCE DEVELOPMENT CENTRE
GURU NANAK DEV UNIVERSITY, AMRITSAR**

(Established by the State Legislature Act No.21 of 1969)

Accredited at "A++" grade level by NAAC and awarded "University with Potential for Excellence" status by UGC

Instructions for Online Application Form

**ALL THE COURSES (FIP/RC/STC/WORKSHOPS/WEBINARS WILL BE CONDUCTED ONLINE
FOR THE SESSION 2020-21 AS PER UGC GUIDELINES)**

Steps for Online Application Form

1. Registration
2. Payment of Fee
3. Filling and Locking of full Application Form
4. Take Printout & Send it to HRDC office by Post/By Hand/Scanned copy by email (duly recommended by Principal/Head) **(NO FORM WILL BE ENTERTAINED WITHOUT RECOMMENDATION OF THE PRINCIPAL/HEAD OF COLLEGE/HEAD OF THE INSTITUTE)**

Important: Please read the instructions carefully before filling this form

REGISTRATION FEE IS NON-REFUNDABLE. SO PLEASE READ ALL THE INSTRUCTIONS BEFORE APPLYING FOR ANY COURSE.

1. Response to all entries in the application form is mandatory and must be provided in English language.
2. Once the application form is locked, no information will be changed. So fill all the particulars carefully.
3. Applicants are advised to provide a **valid Email ID and Whatsapp Mobile Number** for future correspondence.
4. Separate application form is required to be submitted for each Faculty Induction Programme/Refresher Course/Short Term Course/Workshop/Webinar etc.
5. Before filling the application form, payment of the registration fee (non-refundable) specified in the notification is mandatory. Applicants may pay such fee through Net banking/debit card/credit card through the link given on this site.
6. Once the payment is made, proceed to fill all the details on the online application form.
7. Scanned image of the applicant's passport sized photograph in jpg/jpeg format and Scanned image of NOC in jpg/jpeg/pdf format, **duly signed by the head of organization with official seal** must be kept ready for the upload. (In case the NOC is not available at the time of filling of online application form, it must be submitted **by post/scanned copy by email** before the commencement of the Programme/Course.)
8. To complete the registration process please **send a print-out of the application form duly signed by you and forwarded by Principal of College/Head of your Institute**, accompanied by your original photograph and the original NOC in a sealed envelope superscripted "Application for (Name of the course)" on the top of the envelope, through speed/registered post, to **The Director, UGC-Human Resource Development Centre, Guru Nanak Dev University, Amritsar, Punjab-143005 within 15 days** from the date of applying Online or send **Scanned copy of the documents by email**.
9. HRDC shall not be responsible for any delay/loss due to postal or other technical reasons.
10. Applications incomplete in any respect and/or **without prescribed NOC and original photograph** are liable to be rejected.
11. In addition to the above, please also consult UGC guidelines pertaining to these courses before filling the form. For UGC guidelines, which are mentioned in the download link. Specifically:-
 - (i) There must be a gap of one year between two Courses. (Forms of those participants will be considered, whose next scale is already due).
 - (ii) Teachers with Part-time/Adhoc/Temporary/contractual appointments, who **have been teaching** for atleast three academic sessions in their present institute, which has been affiliated to a University for atleast two years, may be permitted to participate in the Refresher Course to enhance their skills. However, they are required to produce Experience Certificate issued by their Principal/Head of their present College/Institute.
 - (iii) Faculty members working in universities and colleges that are included under Section 2(f) of the UGC Act, even though they may not yet be fit under Section 12 (B), are invited to participate in the Faculty Induction Programme and Refresher Courses. The teachers of colleges that do not yet come within the purview of Section 2(f), but have been affiliated to a university for at least five years, will be permitted to participate in the courses.
 - (iv) Faculty Induction Training/Orientation Programme is mandatory before applying for a Refresher Course.
 - (v) Faculty Induction Training Programme is for newly appointed teacher within one year of his/her appointment prior to his or her regularization/confirmation
12. If the event of any difficulty HRDC may be contacted at telephone number 8146482700, 9876111240, 9914336947 (9:00 AM to 5:00 PM - Monday to Friday).
13. As per UGC guidelines, the number of participants will be 20-40 to conduct any Programme/Course. In case the number falls short, the Programme/Course will be rescheduled. If the requisite number is not achieved despite rescheduling again and again, it will be cancelled.
14. A Selection Letter will be sent (by email) only to the Candidate, who are selected to join any course.
15. Maximum 40 forms will be entertained for every programme/workshop/course. **Once requisite number of forms is received, the online lines will be closed for the course. So please apply at the earliest.**