



# UGC-HUMAN RESOURCE DEVELOPMENT CENTRE

UNIVERSITY OF RAJASTHAN, JAIPUR-302004

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## APPLICATION FOR FACULTY INDUCTION PROGRAMME/REFRESHER COURSE/ WINTER SCHOOL/SHORT TERM COURSE/ WORKSHOP

Affix Recent  
Photograph

FACULTY INDUCTION PROGRAMME / REFRESHER COURSE/WINTER SCHOOL/  
SHORT TERM COURSE/ WORKSHOP in.....

Date of Programme: From..... To .....

- Name of the Applicant (in BLOCK letters):.....
- Father's Name:.....
- Designation:..... Subject:.....
- Date of Birth: ..... (Male/Female) :..... Category (Gen/OBC/SC/ST/Others) :.....
- Name of College/University:.....
- Office Address: ..... Residential Address: .....
- Mob. No: ..... E-mail: .....
- University/affiliating University:.....
- Status of Appointment (Regular/Temporary/Ad hoc/Contract/ Part time):.....
- Total Teaching Experience: ..... (yrs) Salary/Grade Pay:.....
- Details of Faculty Induction /Refresher Courses etc. attended:

| Name of Course | Dates |    | Name of the HRDC/ASC |
|----------------|-------|----|----------------------|
|                | From  | To |                      |
|                |       |    |                      |
|                |       |    |                      |
|                |       |    |                      |

I certify that the above information and particulars are true & complete to the best of my knowledge. In the event of any information being found false or incomplete, my application/admission is liable to be cancelled.

Place:.....

Date: .....

Signature of the Applicant

### Recommendation of the Forwarding Authority

I hereby certify that:

- Dr./Mr./Ms. .... is a permanent/temporary/adhoc .....(designation) in the college/University/Institute, w.e.f..... . If selected for the course, he/she will be relieved in time for the entire period of the course.
- This University/College/Institute is within the purview of sec. 2(f) or sec. 12 (B) of the UGC Act.
- The college is affiliated to the University of .....
- The information furnished by the applicant is correct and complete.

University/College/Institute.....

Date.....

Signature of the Forwarding Authority  
(With seal)

## **Important Instructions**

1. HRDC, University of Rajasthan is organizing courses for the session 2023-24. Interested applicants will be required to register online.
2. For online registration applicants will have to fill the Google Form available on the link provided for the particular course.
3. Candidates also need to download the Application Form from UGC-HRDC website on the link (available in the last of Google Form of Registration) provided for the particular course and upload the hand filled scanned copy of form duly signed by the forwarding authority.
4. The online link for registration will close on the notified date and time.
5. It is mandatory to provide all the information required in both the forms; no column should be left blank. Incomplete/not signed by forwarding authority forms are liable to be rejected.
6. There should be a minimum one year gap between two courses. However, this rule may be relaxed in case it is essential for the teacher to fulfill eligibility conditions for career advancement or the required number of participants are not available.
7. The list of selected candidates for the course will be uploaded on HRDC website before the commencement of the programme.
8. At the time of joining the course, selected candidates will have to send the scanned copy of the **Relieving Order** from the concerned authority on the mail id: [hrduorcentre@gmail.com](mailto:hrduorcentre@gmail.com)
9. **Candidates are requested to pay their Total Rs. 1100/- (Reg. Fee Rs. 1000/- and HRDC Guest House Dev. Fee of Rs. 100/-) non-refundable / non-transferable.**
10. Certificate of successful completion of course will be awarded to only those participants who attend the course for full duration (including Inaugural and Valedictory sessions) and, participate in all assessment tests and activities.
11. Participants will be evaluated and awarded grades A+, A, B, C and F on the basis of overall performance in the course. Participants getting grade F will be required to repeat the course without any financial liability on the part of UGC-HRDC.
12. Desktop/Laptop with good internet speed and necessary data pack and functional webcam, microphone, and headphones are mandatory.

"Director, HRDC will be the final authority regarding all decisions including schedule, selection of candidates etc".