



**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 (Courses under HRDC)

Steps for Online Application Form

1. Registration
 2. Payment of Fee
 3. Filling and Locking of full Application Form
 4. Take Printout
 5. Send it to HRDC office by Post/By Hand (duly recommended by Principal/Head)
- (NO FORM WILL BE ENTERTAINED WITHOUT RECEIVING A PRINT OUT OF THE FORM DULY SIGNED BY THE PRINCIPAL 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 Mobile Number** for future correspondence.
4. Separate application form is required to be submitted for each Orientation Programme/Refresher Course/Short Term Course/ Workshop etc.
5. Before filling the application form, payment of the registration fee (non-refundable) specified in the notification is mandatory. Fee may be paid 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 on the link 'Access 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 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.
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** may 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) Orientation Programme is mandatory before applying for a Refresher Course.
 - (iii) Teachers with Part-time/Adhoc/Temporary/contractual appointments, who **have been teaching** for atleast three academic sessions **continuously** in any present institute, which has been affiliated to a University for atleast two years, may be permitted to participate in the Orientation Programme and Refresher Course to enhance their skills. However, they are required to produce Experience Certificate issued by their Principal/Head of their 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 orientation 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, may be permitted to participate in the courses. However, priority will be given to the institutes covered under Section 2(f) and 12(B).
12. If the event of any difficulty in filling the Online Application Form, HRDC may be contacted at telephone number 0183-2258961 (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.
16. TA upto 3rd AC Train/Deluxe Bus (on production of original ticket) will be paid to all the teacher participants only. However hospitality to the teacher participants will be provided by the Centre.



FACULTY DEVELOPMENT CENTRE
(UGC-HUMAN RESOURCE DEVELOPMENT CENTRE)
GURU NANAK DEV UNIVERSITY, AMRITSAR

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

Instructions for Online Application Form (Courses under FDC)

Steps for Online Application Form

1. Registration
2. Filling and Locking of full Application Form
3. Take Printout
4. Send it to HRDC office by Post/By Hand (duly recommended by Principal/Head)
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For Induction Training Programme, those teachers are eligible who have joined their duty after 1.1.2016 and are on probation period.

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 Mobile Number** for future correspondence.
4. Separate application form is required to be submitted for each Induction Training Programme/ Workshop/Seminar etc.
5. 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 before the commencement of the Programme/Course.)
6. 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.
7. Centre shall not be responsible for any delay/loss due to postal or other technical reasons.
8. Applications incomplete in any respect and/or **without prescribed NOC and original photograph** may be rejected.
9. If the event of any difficulty in filling the Online Application Form, HRDC may be contacted at telephone number 0183-2258961 (9:00 AM to 5:00 PM - Monday to Friday).
10. A Selection Letter will be sent (by email) only to the Candidate, who are selected to join any course.
11. Maximum 45-50 forms will be entertained for every programme/workshop/course. Once the requisite number of forms are received, the online lines will be closed for the course. So please apply at the earliest.
12. 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 orientation 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, may be permitted to participate in the courses. However, priority will be given to the institutes covered under Section 2(f) and 12(B).
13. In case of receipt of excessive number of application forms for any Course, shortlisting of candidates will be done as per criteria decided by the Coordinator of the concerned Course.
14. TA upto 3rd AC Train/Deluxe Bus (on production of original ticket) will be paid to the teacher participants only. However hospitality to all the participants will be provided by the Centre.