



**UGC-HUMAN RESOURCE DEVELOPMENT CENTRE  
(SPONSORED BY UNIVERSITY GRANTS COMMISSION)**

**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR**

(Amba Vihar, Justice Niyogi Bungalow, South Ambazari Road, Subhash Nagar, Nagpur-440022)

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**APPLICATION FORM FOR ORIENTATION PROGRAMME / REFRESHER COURSE / SPECIAL UGC COURSE/ SHORT TERM COURSE**

**NAME OF THE COURSE** \_\_\_\_\_

Affix Passport  
Size Photograph

**1. PERSONAL DETAILS (In Capital Letters)**

- **Name:** Dr./Mrs./Miss/ Mr. : \_\_\_\_\_  
FIRST NAME MIDDLE NAME SURNAME
- Date of Birth : \_\_\_\_\_
- Sex : (Male / Female) \_\_\_\_\_
- Qualifications : \_\_\_\_\_
- Caste/ Community : SC/ ST/ VJ/ NT/Minority/ General \_\_\_\_\_
- Name of the College/ Deptt : \_\_\_\_\_  
Address with Pincode Number \_\_\_\_\_  
\_\_\_\_\_
- Affiliating University : \_\_\_\_\_  
\_\_\_\_\_
- Residential Address with : \_\_\_\_\_  
Pincode Number \_\_\_\_\_  
\_\_\_\_\_
- Phone No. : STD Code \_\_\_\_\_ Office \_\_\_\_\_  
: STD Code \_\_\_\_\_ Residence \_\_\_\_\_  
: Mobile No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
: E-mail ID \_\_\_\_\_

**2. PROFESSIONAL DETAILS**

- Designation : \_\_\_\_\_
- Subject : \_\_\_\_\_
- Area of Specialization : \_\_\_\_\_
- Present Pay-Scale : \_\_\_\_\_
- Basic Pay Rs. : \_\_\_\_\_
- Date of first Appointment : \_\_\_\_\_
- Status of Appointment : Permanent/ Adhoc/ Part time/ Temporary/ Contract \_\_\_\_\_
- Length of Service (till date) : Years \_\_\_\_\_ Months \_\_\_\_\_
- Teaching Experience a) UG: Years \_\_\_\_\_ Months \_\_\_\_\_  
b) PG: Years \_\_\_\_\_ Months \_\_\_\_\_  
c) Total: Years \_\_\_\_\_ Months \_\_\_\_\_

- Date or Due date for placement : 1<sup>st</sup> Placement date or due date \_\_\_\_\_  
2<sup>nd</sup> Placement due date \_\_\_\_\_
- Details of courses already attended.

COURSES	NAME OF THE ASC	DATES	
		From	To
Orientation Programme			
Refresher Course	1)		
	2)		
	3)		
Short Term Course	1)		
	2)		

- Online Payment

Amount	Receipt Number	Date	Name And Branch Of The Bank
Rs. 1000/-			

### UNDERTAKING OF THE APPLICANT

I hereby declare that all information furnished in this application form is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my application/ admission is liable to be rejected/ cancelled.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of the Applicant)

### RECOMMENDATION/ENDORSEMENT OF THE FORWARDING AUTHORITY

- I, recommend Dr./Mrs./Ms./Mr. \_\_\_\_\_ for the Orientation Programme/ Short Term Course/ Special Course/ Refresher Course in the subject \_\_\_\_\_. He /She will be relieved to participate in the above course at HRDC, if selected.
- Our University / College / Institution has been affiliated to the \_\_\_\_\_ University for last \_\_\_\_\_ Years.
- Our University/College/Institution is included under Section 2(F) of the UGC Act. **Yes /No** (Please tick)
- Also our University/College/Institution is included under section 12(B) of UGC Act. **Yes /No** (Please tick)
- The above undertaking is signed in my presence.

**Principal / Registrar  
(Signature and Seal)**

- NOTE:**
- As per the UGC guidelines, the participants will have to pay Rs. 1000/- as Registration Fee **(Non Refundable)** at the time of submission of the application form.
  - Online Payment of Rs. 1000/-** shall be deposited in the account given in the website and the receipt of online payment should be submitted along with the application form.
  - Incomplete application is liable to be rejected/ cancelled.
  - The teacher participants from University / College / Institution that do not come under **section 12 (B) UGC Act** shall not be paid TA/DA and other allowances for attending courses.