



UGC-Human Resource Development Centre (UGC-HRDC)
Jadavpur University, Kolkata – 700 098

Application form for Workshop of Academic Administrators

Personal Details:

1. Name of the candidate :
(BLOCK LETTER)
2. Date of Birth :
3. Marital Status : Single / Married
4. Gender : Male / Female / Others
5. Category : General / SC / ST / OBC / Others

Affix your signed
photograph.

Communication Details:

6. Address i) Correspondence :
- ii) Residential :

7. Contact Number : Mobile: Office: Residence:
8. E-Mail Id :

Qualification Details:

9. Educational Qualification:

Sl. No.	Degree	Year	Subject	Institution
1	Ph.D			
2	M.Phil.			
3	M.A./M.Sc./M.Tech. /M.E. /M.Com.			
4	B.A./B.Sc./B.Tech./ B.E./B.Com.			

Professional Details:

10. Present Designation :
11. Organization of your employment:
12. Affiliating University (if any) :
13. Institute (type) : Govt. / Govt. Aided / Self Financed / Autonomous / Others
14. The College admitted under 2(I) 12B of UGC : Yes / No
15. Date of Appointment (Present designation) :
16. Nature of Appointment : Permanent / Probation / Temporary / Contractual / Ad-hoc
17. Next promotion due on :
18. Past Experience :

Name of the Organization	Service Period		Position	Pay band / Scale of pay
	From	To		

19. Details of Course Attended at HRDC:

Course	Dates	Name of the HRDC

20. Any other information :

Declaration:

The particulars which are given above are true to the best of my knowledge. I hereby undertake to participate in the Seminar and other activities during the course under the guidance of Resource Persons and to abide by the rules and regulations of UGC-HRDC.

Date :

Signature of the Applicant

CERTIFICATE FROM COMPETENT AUTHORITY

This is to certify that the applicant (*Name*) is working as a in this institution/Organization. I recommend his/her application for this programme. He / She will be relieved on time to participate in the above mentioned course, at UGC–HRDC, Jadavpur University, Kolkata, if selected.

Date :

Signature of the forwarding authority with seal

Address for all Correspondence

The Director
UGC-Human Resource Development Centre
Jadavpur University
Salt Lake Campus, Block – LB, Plot No. – 8,
Sector – III, Salt Lake City, Kolkata – 700 098
Phone: (033)2335–9349, (033)2335–5215 (Ext. – 6115, 6209)
Telefax: (033)2335–7069
E-mail: ugchrdcju@outlook.com