



**UGC-Human Resource Development Centre
Jadavpur University**

How to Apply:

- All applications must be made online through the link given at the bottom of this page.
Applications submitted in hard copy or through email shall NOT be accepted.
- Before applying, please check the eligibility conditions and selection criteria for the programme you are applying for. These are available at:
 - a) **For Orientation Programme:**
http://www.hrdcju.in/wp-content/uploads/2019/06/Eligibility-Selection-Criteria-OP-2019-20_20519.pdf
 - b) **For Refresher Course:**
http://www.hrdcju.in/wp-content/uploads/2019/05/Eligibility-Selection-Criteria-RC-2019-20_20519.pdf
 - c) **For Short Term Course:**
http://www.hrdcju.in/wp-content/uploads/2019/05/Eligibility-Selection-Criteria-STC-2019-20_20519.pdf
- Before beginning the online filling up of the application form, please check the documents listed below that you have to upload.
- Help Desk: Call 8697977343 (Between 11:00 A.M. – 5:00 P.M. all working days)
- **INCOMPLETE/INCORRECT/INCONSISTENT APPLICATION SHALL BE REJECTED**
- Please check that all details of yours as appearing in the Application Acknowledgement Slip are correct. **Request for correction** of any error/inadvertent mistake made by the applicant during online filling up of the form must be emailed to the Director, HRDC, Jadavpur University (hrdcju.rc@gmail.com for RC; hrdcju.op@gmail.com for OP; hrdcju.stc@gmail.com for STC), *positively within the last date of application for concerned course*, with scanned copy of relevant document in support for the correction sought for. *Any correction request emailed after the last date of application shall not be accepted and the application shall be rejected.*

Online Application Portal: <https://hrdcjuapplication.in/>

- **Documents to be uploaded at the time of application:**

a) For Teachers applying for OP/RC/STC :

1. Most recent photograph of the applicant (file format: pdf/ jpeg/ jpg; maximum file size: ~100kb).
2. Signature of the applicant (file format: pdf/ jpeg/ jpg; file size: ~75kb).
3. Scanned copy of certificate for SC/ST/OBC-A/OBC-B/OBC-Other State/PH (file format: pdf; file size: ~800kb)
4. NoC in the prescribed format (Download link: – http://www.hrdcju.in/wp-content/uploads/2019/05/Format-NOC-Teachers_Librarians_8519.pdf) duly signed by Principal/Teacher-in-Charge /Officer-in-Charge/Registrar with seal effect (upload file format: pdf; maximum file size: ~800kb)
5. Scanned copy of official document for last promotion approved with date of effect (file format: pdf; maximum file size: ~800kb), NOT applicable for OP

b) For Research Scholars applying for STC:

All applications must be made **offline** mode. Application form will be available at www.hrdcju.in website when the course will announced.

- **Documents to be submitted in hard copy at the Office of the HRDC-JU, Salt lake, , if selected for the course concerned:**

1. NoC in original (Download link: – http://www.hrdcju.in/wp-content/uploads/2019/05/Format-NOC-Teachers_Librarians_8519.pdf).
2. Consent Letter (Download link: – http://www.hrdcju.in/wp-content/uploads/2019/06/Format-Consent-Letter-Teachers_8519.pdf).
3. Demand Draft of **Rs.1,000/-** (Rupees One Thousand Only) in favour of **JADAVPUR UNIVERSITY**, payable at **Kolkata**.
4. Self-attested copy of Voter ID/Aadhar Card/Passport as proof of residential address as mentioned in the online application.
5. Self-attested copy of letter of confirmation of service issued by the employer.
6. For applicants pursuing Ph.D at Jadavpur University: Registration Certificate.
7. Signed copy of the Application Acknowledgement Slip.

Online Application Portal: <https://hrdcjuapplication.in/>