



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

How to Apply for the Session 2020-2021:

- 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 Faculty Induction Programme (FIP):**
<http://www.hrdcju.in/wp-content/uploads/2020/11/Eligibility-Selection-Criteria-FIP-2020-21.pdf>
 - b) **For Refresher Course (RC):**
<http://www.hrdcju.in/wp-content/uploads/2020/11/Eligibility-Selection-Criteria-RC-2020-21.pdf>
 - c) **For Short Term Course (STC):**
<http://www.hrdcju.in/wp-content/uploads/2020/11/Eligibility-Selection-Criteria-STC-2020-21.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(Monday, Wednesday & Friday)]
- **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 FIP; hrdcju.stc@gmail.com for STC/Workshop), *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 FIP/RC/STC :**

1. Most recent photograph of the applicant (file format: jpeg/ jpg; maximum file size: ~100kb).
2. Signature of the applicant (file format: 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/2020/11/Format-NOC-Teachers_Librarians.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

Please name the scan copies of the above mentioned documents in an appropriate manner, i.e. <your name>_noc.pdf, <your name>_cc.pdf, etc. for smooth processing of your application.

- **If selected, an applicant must:**

1. Pay course fee of Rs.1,000/- through SBI Collect website (JADAVPUR UNIVERSITY UGC-HRDC COURSE A/C).
2. Send scanned copies of following documents through email (**hrdcju.rc@gmail.com for RC; hrdcju.op@gmail.com for FIP; hrdcju.stc@gmail.com for STC/Workshop**)
 - a) Signed copy of the Application Acknowledgement Slip
 - b) Consent Letter (Download link: <http://www.hrdcju.in/wp-content/uploads/2020/11/Format-Consent-Letter-Teachers.pdf>).
 - c) Receipt of online fees payment.
 - d) Self-attested photocopy of Registration Certificate of Ph.D/M.Phil at Jadavpur University (for applicants pursuing Ph.D/M.Phil at Jadavpur University).
 - e) If any document is missing as communicated by email from UGC-HRDC, JU.

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