



**UGC-Human Resource Development Centre
Jadavpur University
Kolkata – 700 106**

Documents to be uploaded at the time of online application

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: https://www.hrdcju.in/wp-content/uploads/2022/05/Format-NOC-Teachers_Librarians_2022-23.pdf) duly signed by Principal/Teacher-in-Charge /Officer-in-Charge/Registrar with seal (upload file format: pdf; maximum file size: ~800kb). The NOC must *not be issued more than three (3) months before* the date of commencement of the course concerned.
5. Scanned copy of official document for last promotion approved with date of effect (file format: pdf; maximum file size: ~800kb), NOT applicable for FIP

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.