



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

**How to Apply for the Session 2022-2023:**

- 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):**  
<https://www.hrdcju.in/wp-content/uploads/2022/05/Eligibility-Selection-Criteria-FIP-2022-23.pdf>
  - b) **For Refresher Course (RC):**  
<https://www.hrdcju.in/wp-content/uploads/2022/05/Eligibility-Selection-Criteria-RC-2022-23.pdf>
  - c) **For Short Term Course (STC):**  
<https://www.hrdcju.in/wp-content/uploads/2022/05/Eligibility-Selection-Criteria-STC-2022-23.pdf>
- Before beginning the online filling up of the application form, please check the documents listed below (download link: <https://www.hrdcju.in/wp-content/uploads/2022/05/Documents-to-be-uploaded-at-the-time-of-online-application.pdf>) that you have to upload.
- Help Desk: Call 8697977343 (Between 11:00 A.M. – 5:00 P.M. except Saturday, Sunday & University holidays)
- **INCOMPLETE/INCORRECT/INCONSISTENT APPLICATION SHALL BE REJECTED**
- Please check whether 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](mailto:hrdcju.rc@gmail.com) for RC; [hrdcju.op@gmail.com](mailto:hrdcju.op@gmail.com) for FIP; [hrdcju.stc@gmail.com](mailto:hrdcju.stc@gmail.com) for STC/Workshop), *positively within the last date of application for the 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:**

**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](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.**

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

1. Pay course fee of Rs.1,000/- through SBI Collect website (JADAVPUR UNIVERSITY ADMISSION A/C  $\implies$  JU HRDC COURSE FEES).
2. Send scanned copies of following documents through email (**hrdcju.rc@gmail.com for RC; hrdcju.op@gmail.com for FIP; hrdcju.st@gmail.com for STC/Workshop**)
  - a) Signed copy of the Application Acknowledgement Slip
  - b) Consent Letter (Download link: [https://www.hrdcju.in/wp-content/uploads/2022/05/Format-Consent-Letter-Teachers\\_2022-23.pdf](https://www.hrdcju.in/wp-content/uploads/2022/05/Format-Consent-Letter-Teachers_2022-23.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 uploaded during application is missing as communicated by email from UGC-HRDC, JU.

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