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

How to Apply for the Session 2023-2024:

- All applications must be made online through the Google from link given with the Course Notification. **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/2023/06/Eligibility-Selection-Criteria-FIP-2023-24.pdf
  b) **For Refresher Course (RC):**
  https://www.hrdcju.in/wp-content/uploads/2023/06/Eligibility-Selection-Criteria-RC-2023-24.pdf
  c) **For Short Term Course (STC):**
  https://www.hrdcju.in/wp-content/uploads/2023/06/Eligibility-Selection-Criteria-STC-2023-24.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/2023/06/Documents-to-be-uploaded-at-the-time-of-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 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 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*.

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

   For Teachers applying for FIP/RC/STC:

1. Scanned copy of certificate for SC/ST/OBC-A/OBC-B/OBC-Other State/PH (file format: pdf; maximum file size: 2MB)
2. NoC in the prescribed format (Download link: https://www.hrdcju.in/wp-content/uploads/2023/06/Format-NOC-Teachers_Librarians_2023-24.pdf) duly signed by Principal/Teacher-in-Charge /Officer-in-Charge/Registrar with seal (upload file format: pdf; maximum file size: 2MB).
3. Scanned copy of official document for last promotion approved with date of effect (file format: pdf; maximum file size: 2MB), NOT applicable for FIP.

<mark>**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.**</mark>

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

1. Pay course fee of Rs.1,000/- through SBI Collect website (JADAVPUR UNIVERSITY ADMISSION A/C ⟹ 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.stc@gmail.com for STC/Workshop)**
   a) NoC in proper format, if not submitted or advance copy submitted (Download link: https://www.hrdcju.in/wp-content/uploads/2023/06/Format-NOC-Teachers_Librarians_2023-24.pdf).
   b) Consent Letter (Download link: https://www.hrdcju.in/wp-content/uploads/2023/06/Format-Consent-Letter-Teachers_2023-24.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.