



# UGC-Human Resource Development Centre GURU GHASIDAS VISHWAVIDYALAYA

(A Central University)

**KONI, BILASPUR (C.G.), 495 009**

Phone: (07752) 260435, 260467; Fax: (07752) 260435

E-mail: [directorhrdc@ggu.ac.in](mailto:directorhrdc@ggu.ac.in), [directorhrdcggy@gmail.com](mailto:directorhrdcggy@gmail.com), Website: [www.ggu.ac.in/hrdc](http://www.ggu.ac.in/hrdc)

## APPLICATION FORM

Application for Orientation Programme / Refresher Course / Short Term Course/Others.....

Course for which Application is made: .....Duration:.....

1. Name of the Applicant (Block Letters) : .....

2. Sex (Strike out whichever is not applicable): Male / Female:

3. Category (Please write appropriate category in the box) : GEN / ST / SC / OBC

4. Nationality: .....Religion: .....

5. Qualification: ..... (P.G / M.Phil / Ph.D / B.Ed / M.Ed / Others)

6. Present Designation (please tick) : .....

Asst. Professor/ Sl. Gr. Asst. Professor /Associate Professor/Librarian/Research Scholars/Others

7. Name & Address of the Department/ College/University/: .....

.....Pin Code.....

Office Phone No.: STD Code.....No.....Office Fax No.: .....

Mobile No. of Principal-.....E-mail ID of Principal-.....

8. Name of the Affiliating University (in case of College) : .....

9. Applicant Residential Address: .....

.....Pin Code.....

Phone Numbers. : STD Code.....No.....Mobile No. : .....

E-mail ID .....

10. Nearest Railway station/ Bus Station: .....

11. Name of the Subject at PG Level: .....

12. Subject now Teaching in the College/University: .....

13. Date of First Regular Appointment: .....

14. Nature of the Appointment: Permanent/Probationary/Temporary/Ad-hoc (Attach attested copy of appointment letter)

15. Teaching Experience (in years): UG ..... PG..... Total ..... (Attach copy)

16. Details of previous participation in attending Orientation/Refresher Course.

**a) Orientation Course:**

S.No.	From	To	Name of HRDC

Affix latest  
passport size  
photo

**b) Refresher Course:**

S.No.	From	To	Name of HRDC

17. Due date for next career advancement: .....

18. Accommodation required (Strike out which ever not applicable): Yes / No

I hereby undertake to participate in the Seminar, Evaluation Process, Group Discussion and the Assessment Work during the Course under the guidance of resource persons and to abide by the rules and regulations of the UGC-Human Resource Development Centre (HRDC), Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.).

Date: (Signature of the Applicant)

**19. Details of Registration Fee Rs. 1000/- (NEFT/RTGS/NET BANKING/OTHER):**

Transaction/UTR No..... Date- ..... Name of the Bank.....

(Attach copy)

**20. Participant Bank Account Details:** Bank Account No. ....

IFSC Code ..... Name of Bank..... Name of Branch.....

21. Please certify if his / her career advancement is held up because of non-participation in OP/RC:

22. Our Institution recognized under Section 2(f) – (Yes/No) .....

23. Our Institution recognized under Section 12(B) – (Yes/No) .....

(Signature of Head with Seal)

**(To be filled by Employer)**

1. This application of Dr./Mr./Mrs./Ms... .. an Asst. Professor / Sl. Gr. Asst. Professor /Associate Professor/Librarian/Research Scholars/Others in this College/University /institute, w.e.f.....is being recommended and forwarded to the Director, UGC-Human Resource Development Centre (HRDC), Bilaspur-495009 for attending Refresher/ Orientation/STC course. He/She has attended..... OPs/..... RCs/not attended any OP/RC so far. If selected, he/she will be fully relieved for the entire period of the course.

2. This is to certify that our college/institution/organization (name of the institution)..... is affiliated to ..... University since year (mandatory) ..... and recognized under Section 2 (f) by UGC vide letter No.....dated..... & included under Section 12(B) of UGC Act 1956, vide letter No.....dated..... received from University Grants Commission, New Delhi. (Attach copy)

The above information provided is true to our knowledge, and if found to be otherwise, the concerned teacher Mr./Mrs./Ms./Dr ..... who is attending the course/ programmes organized by UGC-HRDC, GGV will not be entitled for his/her TA/ Hospitality as per the new UGC Guidelines for HRDCs.

In the event of any discrepancy with the status of 2 (f) & 12 (B), even after payment the TA/Hospitality claimed will be refunded back to HRDC at pro rata of interest within the financial year by the concerned person/Institution.

\*The payments of TA/Hospitality will be a subject matter about the availability of funds from UGC/University.

*Signature of claimant*

Date:

(Signature of the Forwarding Authority with Seal)

**INSTRUCTIONS:**

1. The Cell phones are completely prohibited during the training hours.
2. The number of participants for each course/programme will be as per UGC norms. In the event if the participants are less the programme will be cancelled. In such cases TA will be borne by the participants itself.
3. Duly filled application forwarded through proper channel and attested copy of the service certificate along with Certificate for claiming TA should be enclosed to consider the application.
4. Admission fee (non-refundable) of Rs. 1000 (One Thousand) paid through NEFT/RTGS/NET BANKING/OTHER in the account of UGC-HRDC, GGV, Bilaspur (C.G.), Bank Account No.- 947410110001547, IFSC Code- BKID0009474, Branch- BOL, GGV Campus Branch Koni and keep the transaction copy and attached with application form.
5. Participant Name, Course Name, Phone Number, E-mail ID, are must consider the application.
6. Confirmation of the admission and other information will be sent by e-mail in most of the cases.
7. The filled in application form should be sent to the Director, UGC-Human Resource Development Centre, Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur (C.G.), 495 009 at least three weeks before the commencement of the course.

# Undertaking Certificate for Claiming TA/ Hospitality

To,

The Director  
UGC-Human Resource Development Centre  
Guru Ghasidas Vishwavidyalaya,  
Bilaspur (C.G.)- 495009

Subject: Certificate for claiming TA.

Dear Sir,

This is to certify that our college/institution/organization (name of the institution)  
.....  
is affiliated to .....  
University since ..... and recognized under Section 2 (f) by UGC vide letter  
No.....dated..... & included under Section 12(B) of UGC  
Act 1956, vide letter No..... dated.....received  
from University Grants Commission, New Delhi. (Please attach copy of 2 (f) &  
12(B))

The above information provided is true to our knowledge, and if found to be otherwise,  
the ..... concerned ..... teacher ..... Mr./Mrs./Ms./Dr  
..... who is attending the  
course/programmes organized by UGC-HRDC, GGV will not be entitled for his/her  
TA/Hospitality as per the new UGC Guidelines for HRDCs.

In the event of any discrepancy with the status of 2 (f) & 12 (B), even after payment  
the TA/Hospitality claimed will be refunded back to HRDC at pro rata of interest  
within the financial year by the concerned person/Institution.

**Signature of claimant**

Date:  
Place:

**Certified by**

**Principal/Head of Institution  
(Signature with seal)**