



**UGC-HUMAN RESOURCE DEVELOPMENT CENTRE  
GURU NANAK DEV UNIVERSITY, AMRITSAR**  
(Established by the State Legislature Act No.21 of 1969)

Accredited at "A" grade level by NAAC and awarded "University with Potential for Excellence" status by UGC

**Instructions for Online Application Form (Courses under HRDC)**

**Steps for Online Application Form**

1. Registration
2. Payment of Fee
3. Filling and Locking of full Application Form
4. Take Printout
5. Send it to HRDC office by Post/By Hand (duly recommended by Principal/Head)  
**(NO FORM WILL BE ENTERTAINED WITHOUT RECEIVING A PRINT OUT OF THE FORM DULY SIGNED BY THE PRINCIPAL OF COLLEGE/HEAD OF THE INSTITUTE)**

**Important:** Please read the instructions carefully before filling this form

**REGISTRATION FEE IS NON-REFUNDABLE. SO PLEASE READ ALL THE INSTRUCTIONS BEFORE APPLYING FOR ANY COURSE.**

1. Response to all entries in the application form is mandatory and must be provided in English language.
2. Once the application form is locked, no information will be changed. So fill all the particulars carefully.
3. Applicants are advised to provide a **valid Email ID and Mobile Number** for future correspondence.
4. Separate application form is required to be submitted for each Orientation Programme/Refresher Course/Short Term Course/ Workshop etc.
5. Before filling the application form, payment of the registration fee (non-refundable) specified in the notification is mandatory. Applicants may pay such fee through Net banking/debit card/credit card through the link given on this site.
6. Once the payment is made, proceed to fill all the details on the online application form.
7. Scanned image of the applicant's passport sized photograph in jpg/jpeg format and Scanned image of NOC in jpg/jpeg/pdf format, **duly signed by the head of organization with official seal** must be kept ready for the upload. (In case the NOC is not available at the time of filling of online application form, it must be submitted before the commencement of the Programme/Course.)
8. To complete the registration process please **send a print-out of the application form duly signed by you and forwarded by Principal of College/Head of your Institute**, accompanied by your original photograph and the original NOC in a sealed envelope superscripted "Application for (Name of the course)" on the top of the envelope, through speed/registered post, to **The Director, UGC-Human Resource Development Centre, Guru Nanak Dev University, Amritsar, Punjab-143005 within 15 days** from the date of applying Online.
9. HRDC shall not be responsible for any delay/loss due to postal or other technical reasons.
10. Applications incomplete in any respect and/or **without prescribed NOC and original photograph** may be rejected.
11. In addition to the above, please also consult UGC guidelines pertaining to these courses before filling the form. For UGC guidelines, which are mentioned in the download link. Specifically:-
  - (i) There must be a gap of one year between two Courses. (Forms of those participants will be considered, whose next scale is already due).
  - (ii) Teachers with Part-time/Adhoc/Temporary/contractual appointments, who **have been teaching** for atleast three academic sessions in their present institute, which has been affiliated to a University for atleast two years, may be permitted to participate in the Orientation Programme and Refresher Course to enhance their skills. However, they are required to produce Experience Certificate issued by their Principal/Head of their present College/Institute.
  - (iii) Teachers of colleges/institutes which yet do not come within the purview of section 12(B) of the UGC guidelines, but have been affiliated to a University for atleast two years are eligible to participate in the Programmes, but they will not be paid TA for attending the course.
12. If the event of any difficulty in filling the Online Application Form, HRDC may be contacted at telephone number 0183-2258961 (9:00 AM to 5:00 PM - Monday to Friday).
13. As per UGC guidelines, there must be minimum 30 participants to conduct any Programme/Course. In case the number falls short, the Programme/Course will be postponed. If the requisite number is not achieved despite postponing again and again, it will be cancelled and the registration fee will be refunded to the candidate. However, if Selection Letter is sent to a candidate and he doesn't join the Programme/Course etc., the fee will not be refunded.
14. A Selection Letter will be sent (by email) only to the Candidate, who are selected to join any course.
15. Maximum 45-50 forms will be entertained for every programme/workshop/course. Once requisite number of forms is received, the online lines will be closed for the course. So please apply at the earliest.



FACULTY DEVELOPMENT CENTRE  
(UGC-HUMAN RESOURCE DEVELOPMENT CENTRE)  
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## Instructions for Online Application Form (Courses under FDC)

### Steps for Online Application Form

1. Registration
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  5. Send it to HRDC office by Post/By Hand (duly recommended by Principal/Head)
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For Induction Training Programme, those teachers are eligible who have joined their duty after 1.1.2016.

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2. Once the application form is locked, no information will be changed. So fill all the particulars carefully.
3. Applicants are advised to provide a **valid Email ID and Mobile Number** for future correspondence.
4. Separate application form is required to be submitted for each Induction Training Programme/ Workshop/Seminar etc.
5. Before filling the application form, payment of the registration fee specified in the notification is mandatory. Applicants may pay such fee through Net banking/debit card/credit card through the link given on this site.
6. Once the payment is made, proceed to fill all the details on the online application form.
7. Scanned image of the applicant's passport sized photograph in jpg/jpeg format and Scanned image of NOC in jpg/jpeg/pdf format, **duly signed by the head of organization with official seal** must be kept ready for the upload. (In case the NOC is not available at the time of filling of online application form, it must be submitted before the commencement of the Programme/Course.)
8. To complete the registration process please **send a print-out of the application form duly signed by you and forwarded by Principal of College/Head of your Institute**, accompanied by your original photograph and the original NOC in a sealed envelope superscripted "Application for (Name of the course)" on the top of the envelope, through speed/registered post, to **The Director, UGC-Human Resource Development Centre, Guru Nanak Dev University, Amritsar, Punjab-143005 within 15 days** from the date of applying Online.
9. Centre shall not be responsible for any delay/loss due to postal or other technical reasons.
10. Applications incomplete in any respect and/or **without prescribed NOC and original photograph** may be rejected.
12. If the event of any difficulty in filling the Online Application Form, HRDC may be contacted at telephone number 0183-2258961 (9:00 AM to 5:00 PM - Monday to Friday).
13. As per UGC guidelines, there must be minimum 30 participants to conduct any Programme/ Workshop/Seminar. In case the number falls short, it will be postponed. If the requisite number is not achieved inspite of postponing again and again, it will be cancelled and the registration fee will be refunded to the candidate. However, if Selection Letter is sent to a candidate and he doesn't join the Programme/Course etc., the fee will not be refunded.
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