



UGC-Human Resource Development Centre (HRDC)

(Formerly UGC-Academic Staff College)

University of Calcutta

92, Acharya Prafulla Chandra Road, Kolkata- 700 009

Phone & FAX: 033-23519754, (P) 2350 8386 Extn. 291; Email:
directorcuhrdc@gmail.com



No. CU_HRDC/ PA/ Notice-01

09 July, 2019

General Instructions to the Applicants

Online Applications are invited from prospective candidates only, for participation in the academic programme(s), as per schedule provided in the website (**Apply Online** in <http://hrdcca.in/>).

Faculty members of colleges, universities and other higher educational institutions of India are advised to go through the under-mentioned instructions regarding their participation in the academic programmes to be conducted by the UGC-HRDC, University of Calcutta. [Note: Separate notifications will be made for the programmes to be conducted for the participants other than OP/ RC and STC for Career Advancement purposes].

1. Visit the **Home Page** (<https://www.caluniv.ac.in/>) of Website of the University of Calcutta to find UGC-Human Resource Development Centre (<http://hrdcca.in/>).
2. **Apply Online** from the Home Page of the Website of UGC- Human Resource Development Centre, University of Calcutta
3. Fill in the **Online Form** available online very carefully to provide all relevant data accurately, as no changes will be entertained after submission of the Online Form. The information to be provided by the applicants will be used for preparation of the certificates; and therefore, the applicants must provide accurate information with exact spellings in English Language only.
4. **Applicants must use the correct drop down Menus/ Options, including the Calendar provided. Manual typing of such options will lead to disruption in the systems and the Filled in Form may not be received properly.**
5. No hardcopy of the Application Form and/ or Printout of the Form submitted online will be initially received by UGC- Human Resource Development Centre, University of Calcutta.
6. **The filled in form (in .pdf format) will be available for download, which need to be saved at once for future reference.**
7. Selection of the participants will be primarily made on the basis of their date of promotion under CAS. The applicants must give accurate information about their date of joining in the present post, date of promotion for which the intended programme is required. Date(s) of M. Phil/ M. Tech and/or Ph. D., details of Orientation Programme/



UGC-Human Resource Development Centre (HRDC)

(Formerly UGC-Academic Staff College)

University of Calcutta

92, Acharya Prafulla Chandra Road, Kolkata- 700 009

Phone & FAX: 033-23519754, (P) 2350 8386 Extn. 291; Email:

directorcuhrdc@gmail.com



Refresher Course attended previously, as applicable, should be mentioned properly. Financial liability of the UGC- Human Resource Development Centre, University of Calcutta for conducting the programme(s) and other relevant criteria, as per UGC rules, may be adopted for selection of the participants.

8. List of selected candidates, along with the last date of promotion for which the candidature may be considered, will be put up in the **Notice & Announcements** section of our Website. Prospective candidates are advised to visit the page regularly for relevant information.
9. **Only the selected candidates** need to take a printout of the filled in form, paste a recent passport size photograph (colour) on the prescribed space, put the same signature below the signature submitted/ uploaded online, **must authenticate the information** provided in the printed form by the Director/Coordinator/a Member of the IQAC, and the Registrar/ Principal/Teacher-in-Charge/Officer-in-Charge (as the case may be).
10. Submit the authenticated form along with a **Demand (Bank) Draft of Rs. 1000/- (Rupees One thousand)** only, of any bank, drawn in favour of '**University of Calcutta- A/C Academic Staff College**', payable at Kolkata. Also, download from our Website and submit a completely filled in **Form- A** (one copy may be retained by the applicant for future reference), along with the authenticated Application Form and Demand (Bank) Draft.
11. The dates of the academic programme(s) may be changed (Preponed/ Postponed) with prior notice, well in advance.
12. Manipulation of any kind for enrolment in any of the academic programmes of UGC-HRDC, CU may lead to cancellation of the concerned application at any stage.
13. Online application for each academic programme will normally remain open for two weeks.

[Prof. L. N. Satpati]

Director