



UGC- HUMAN RESOURCE DEVELOPMENT CENTRE  
UNIVERSITY OF JAMMU, JAMMU-180006

(Phone : 0191-2435220 Email: [ugcascjammu@gmail.com](mailto:ugcascjammu@gmail.com))

APPLICATION FOR ORIENTATION / REFRESHER / SHORT TERM FACULTY  
DEVELOPMENT PROGRAMMES/WORKSHOPS ETC.

Affix  
Stamp/Passport  
size snap/pic  
attested by  
Principal/DDO

Application for Course \_\_\_\_\_

**A. PERSONAL INFORMATION**

Name of Applicant	
Date of Birth	
Gender(Tick)	Male /Female /Transgender
Qualification(Tick)	Masters Degree /M.Phil /Ph.D
Category(Tick)	General /SC /ST /OBC /Others
Address(For Correspondence)	
<b>Email and Mobile No. with Whatsapp (Compulsory)</b>	

**B. DETAILS OF EMPLOYMENT**

Present Designation and Pay Scale/Fellowship	
Department/College/School/Block	
Present Place of Posting/Work and Discipline/Subject/Specialization	
Complete Address of Employer/Principal/HOD/Registrar with Contact Number (including State)	
Affiliation of College/Department with University	
Date of First Appointment in College/University(Contractual),if applicable	
Date of First Appointment in College/University(Permanent),if applicable	
Total Teaching/Research experience at UG/PG levels	
If M.Phil/Ph.D Scholar, then date of Enrollment	

**C. DETAILS OF ATTENDING ORIENTATION/REFRESHER COURSE/INDUCTION /PROGRAMME IN LAST 5 YEARS**

(if applicable)

A.	Orientation Programmes/Induction Attended	Dates of Course	Organized by
(i)			
(ii)			
(iii)			
B.	Refresher Courses Attended(Including Inter disciplinary)	Dates of Course	Organizer by
(i)			
(ii)			

I hereby undertake to participate in the course and do the assignment/assessment work during the course under the guidance of Resource Persons/HRDC on full time basis after proper relieving from the employer and abide by the rules and regulations of University/UGC-HRDC and certify that all information given above is true and to best of my knowledge.

**Date.**

**Signature of the Applicant**

**CETIFICATE OF RECOMMENDATION FROM THE HEAD/PRINCIPAL/REGISTRAR**

1. I recommend Dr./Mrs./Ms/Mr-----for participation in the above said course.
2. He /She will be relieved in time to participate in ONLINE/MIXED Mode in the above mentioned course at Human Resource Development Centre, University of Jammu, if selected and would not be allotted any other official duty/assignment during the course duration.
3. Certified that this College/Department/School/Unit is affiliated to -----University /Autonomus/Deemed University, and is recognized under section 12 (F) of the UGC Act.
4. Certified that the particulars given above are true and correct and nothing has been concealed there to.

**Date -----**

**Signature of the Head/Principal/Registrar  
Office Seal**

**IMPORTANT- Only Scanned/Soft Copy of complete application form received at [ugcascjammu@gmail.com](mailto:ugcascjammu@gmail.com) will be considered for selection. No hard copy through post will be accepted.**