

UGC –Human Resource Development Centre

Jawaharlal Nehru University
JNU New Campus New Delhi 110067
Ph: 011-26742532, 26742566

Application Form for Refresher Course

Refresher Course: _____ (Specify Course Name)

Name (Block Letter) Dr/Mr./Ms _____

Photograph

Date of Birth

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Category

SC	ST	OBC	General
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Male	Female
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Visually Challenged	Physically Challenged
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Institutional/College/University Address _____ _____ _____ State _____ PIN _____ Telephone (STD code) _____ _____ FAX _____ _____ Website URL _____	Mailing Address: _____ _____ _____ State _____ PIN _____ Telephone (STD code) _____ Mobile _____ email: _____ _____
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Academic Career:

Examination	Subject (s) & Specialization	% of Marks/Grade	University	Year
Post Graduation				
M. Phil.				
Ph. D.				
PDF [#]				

Research Interest/Post-Doctoral Work: _____

[#] Post-Doctoral Fellowship

Details of Employment (in chronological order):

Institution	Designation	Period		Nature of Duties
		From	To	

Details of courses attended (RC/OC) previously:

NAME OF COURSE	ASC WHICH CONDUCTED THE COURSE	WHEN THE COURSE WAS HELD

Subjects of your special interests: _____

Details of Publications*: _____

I hereby declare that the entries made in this application form are true to the best of my knowledge and belief.

**Signature of Applicant
Dated:**

* If you require more space, please attach a separate sheet and mention it.

Certificate from College/University

Certified that Dr/Mr./Ms._____ has been working in this College/University as assistant professor in the pay scale of Rs.15,600-39,100 in (subject)_____since_____. We shall be happy to sponsor him/her if selected for the course to be conducted by the **Human Resource Development Centre, Jawaharlal Nehru University, New Delhi-110067.**

*Also Certified that this College is included in the list of Colleges under Section 2(f)&12-b of the UGC Act.

Name
Designation
Address

Signature of Principal/Registrar
Date:

Office Seal

PROCESSING FEE

Please attach to this form a **non-refundable processing fee of Rs. 500/-** through an account payee bank draft in favour of the **Finance Officer, Jawaharlal Nehru University, New Delhi**, payable at the State Bank of India, JNU, and Code No. 10441. On the reverse side of the draft please write the name of the course applied for, your own name and your address. **We regret that cash/cheques/ P.O. etc. are not acceptable.**

DRAFT NO.:_____DATE:_____

ISSUING BANK & BRANCH:_____

AMOUNT (In words): _____

PLEASE NOTE:

- 1. The last date for receipt of an application form is 60 days before the start of the course. Any application form is valid for 1 ½ years after its receipt. We process only those application forms which are accompanied by the processing fee (photocopies of the draft are not accepted).*
- 2. Please bring a relieving order from the appropriate authority at the time of joining the course. no one shall be allowed to sit in the course without a relieving order.*

* Teachers working in universities and colleges that are included under Section 2(f) of the UGC Act, even though they may not yet be fit to be included under Section 12 (B), may be invited to participate in the Orientation Programmes and Refresher Programmes. The teachers of colleges that do not yet come within the purview of Section 12(B), but have been affiliated to a university for at least two years, will be permitted to participate in the programmes/courses. However, they won't be paid TA/DA and other allowances for attending these courses