



ENLIGHTENMENT TO PERFECTION

## UGC HUMAN RESOUCCE DEVELOPMENT CENTRE

(Erstwhile UGC Academic Staff College)

UNIVERSITY OF NORTH BENGAL

(UGC-HRDC, NBU)

P.O. North Bengal University, Siliguri, Dist. Darjeeling, PIN: 734013

Phone: 0353-2580174 / 2004641 Fax: 91-353-2580173, E-mail: ascnbu@gmail.com

### APPLICATION FORM FOR PARTICIPATION IN ORIENTATION PROGRAM (OP)/ REFRESHER COURSE (RC)

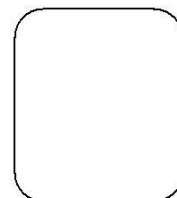
To  
The Director  
UGC Human Resource Development Centre  
University of North Bengal

Sir,

I wish to join the Orientation Programme / Refresher Course in \_\_\_\_\_ to be held from \_\_\_\_\_ to \_\_\_\_\_. I shall abide by the terms and conditions of the course/ programme and will attend each and every session and will participate in every possible way.

My particulars are given below:

1. Full Name : \_\_\_\_\_  
(in block letter)
2. Sex (Male/Female) :
3. Address for communication : \_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_
4. Residential Address : \_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_ Phone \_\_\_\_\_
5. Category : General/SC/ST/OBC
6. Age : \_\_\_\_\_ 7. Date of Birth : \_\_\_\_\_
8. Name and address of the College/University/Institution : \_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_ Phone \_\_\_\_\_
9. The type of College/University/Institution : \_\_\_\_\_  
Govt./Govt. Sponsored/Autonomous /Private
10. Current position/post held :
11. Scale of Pay and present Basic Pay :
12. Nature of the post (substantive/temporary/part time etc.) :
13. Date of appointment to a substantive post :
14. Teaching experience in a substantive post : Year \_\_\_\_\_ Month \_\_\_\_\_
15. Promotion due on :
16. Papers taught : (a) Undergraduate (b) Postgraduate



17. Academic Qualifications:

| Degree           | Subject | Year | Class/ Div | Marks (%) | University/ College |
|------------------|---------|------|------------|-----------|---------------------|
| B.A/ B.Sc/ B.Com |         |      |            |           |                     |
| M.A/ M.Sc/ M.Com |         |      |            |           |                     |
| M.Phil           |         |      |            |           |                     |
| Ph.D.            |         |      |            |           |                     |

18. Subject, Field of specialization and area of Interest :

19. Research Activities/ Publications if any :

20. (i) Is the College/Institution affiliated to a University? Yes/No

(ii) If yes, name of the affiliating University :

21. Details of OP/RC attended before :

|                   |          |                  |
|-------------------|----------|------------------|
| Programme/ Course | Duration | Name of the HRDC |
|-------------------|----------|------------------|

22. Whether accommodation is required: Yes/No :

**Declaration** : I hereby declare that the information given above is true to the best of my knowledge and that I shall abide by the rules and regulations of the Human Resource Development Centre, NBU.

Place :

Date :

\_\_\_\_\_  
Signature of the Applicant

### RECOMMENDATION OF THE FORWARDING AUTHORITY

I recommend Dr./Mr./Mrs. ....for participation in OP No. :  
..... R.C. in ..... to be conducted by the Human Resource Development  
Centre, University of North Bengal, during the period ..... to .....

As per UGC Act the College/ University is included under Section 2 (f) (**Yes / No**) and also comes within  
the purview of Section 12 (B) of UGC Act (**Yes / No**). He/She will be released from the College/  
Institution/ University for the duration of the above programme/ course

Place :

Date :

Signature of the Principal/Teacher-In-Charge/  
Registrar/Head of the Institution  
(with official seal)

#### Instructions to the applicants:

- The form should be filled out completely; please keep a photo-copy with you.
- A candidate should submit only one application indicating the particular Program/ Course. However, if she/he is not selected and if she/he wishes to be considered for any subsequent Program/ Course, a letter (duly forwarded by the authority) may be sent to UGC-HRDC, NBU to that effect enclosing a copy of the original application.
- The envelope containing the application should bear the name of the Program/ Course applied for and the duration.**
- All communications should be addressed to The Director (Additional Charge), UGC-Human Resource Development Centre (Erstwhile UGC Academic Staff College), University of North Bengal, P.O. North Bengal University, Siliguri, Dist. Darjeeling, Pin: 734013.

**Note 1** : The UGC-HRDC, NBU, has a very limited number of accommodation available to the participants; the applicants, if selected, should be prepared to arrange their accommodation if the UGC-HRDC NBU hostel is full.

**Note 2** : Any incorrect statement may cause cancellation of the application.