



ENLIGHTENMENT TO PERFECTION

**UGC Human Resource Development Center**  
**UNIVERSITY OF NORTH BENGAL**  
**(UGC-HRDC, NBU)**

**P.O. North Bengal University, Siliguri, Dist. Darjeeling, Pin: 734013**  
**Phone: 0353-2776338 Fax: 91-353-2699001, E-mail: ascnbu@gmail.com**

**APPLICATION FORM FOR PARTICIPATION IN**  
**Short Term Courses (STC)**

To  
The Director  
UGC Academic Staff College  
University of North Bengal

Sir,

I wish to join the Short Term Courses (STC) in \_\_\_\_\_ to be held from \_\_\_\_\_ to \_\_\_\_\_. I shall abide by the terms and conditions of the course 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 : \_\_\_\_\_  
\_\_\_\_\_ 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 :

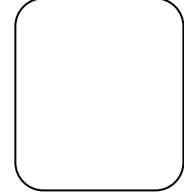
12. Nature of the post (substantive/temporary/part time etc.) :

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 Academic Staff College
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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 Academic Staff College, University of North Bengal.

Place :

Date :

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

**RECOMMENDATION OF THE FORWARDING AUTHORITY**

I recommend Dr./Mr./Mrs----- for participation in O.P.No : -----R.C. in----- to be conducted by the Academic Staff College, University of North Bengal, during the period ..... to ..... 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:**

1. The form should be filled out completely; please keep a photo-copy with you.
2. 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 ASC-NBU to that effect enclosing a copy of the original application.
3. The envelop containing the application should bear the name of the Program/ Course applied for and the duration.
4. All communications should be addressed to The Honorary Director, UGC-Academic Staff College, University of North Bengal, P.O. North Bengal University, Siliguri, Dist. Darjeeling, Pin: 734013.

**Note 1** : The ASC-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 ASC-NBU hostel is full.

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