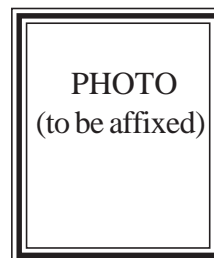


**UGC-Human Resource Development Centre  
H.P. UNIVERSITY SUMMER HILL, SHIMLA-171 005**

**Application Format**

Orientation Programme..... from ..... to .....  
or  
Refresher Course..... from ..... to .....  
or  
SSS/SWS/STC..... from ..... to .....  
(Kindly, fill-up all the columns, Incomplete application will be rejected)



**I PERSONAL INFORMATION**

1. Name in Block Letters .....  
Subject ..... Designation..... Basic Pay.....
  2. College/Department Address .....  
..... District .....  
State: ..... Pin: 

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Phone No. STD Code ..... Phone No. .... Fax No.....
  3. Date of Birth : 

D	D
---	---

M	M
---	---

Y	E	A	R
---	---	---	---
  4. Name of the Affiliating University: .....
- Please Tick (✓) Appropriate**
5. Category: 

General	SC	ST
---------	----	----
  6. Correspondence Address (other than College/Dept. Address).....  
.....  
..... Dist..... State.....  
Pin: 

--	--	--	--	--	--

 Phone No. STD Code..... Phone No. ....  
Mobile No. .... Email.....  
Name of Bank.....  
Bank A/C Number (Current)..... IFC Code of Bank .....

**II DETAILS OF TEACHING EXPERIENCE**

1. Date of Appointment as Permanent Assistant Professor: 

D	D
---	---

M	M
---	---

Y	E	A	R
---	---	---	---
2. Date of Next Promotion due 

D	D
---	---

M	M
---	---

Y	E	A	R
---	---	---	---
3. Teaching Experience : (College & University) 

Y	R
---	---

M	M
---	---
4. Classes Handling: 

U.G	PG
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**Note: Bank Draft is not required with the Application Form.  
Draft be sent only after selection or be brought along at the time of joining the course.  
The Draft sent with application form shall not be returned.**

## DETAILS OF COURSES ATTENDED

Course	Institution	Period	
		From	To
<b>Orientation Programme</b>			
<b>Refresher Courses</b>			
1.			
2.			
3.			

I hereby undertake to participate in the programme/course and to do the project work during the course under the guidance of resource persons and to accept the hospitality rendered by Huma Resource Development Centre apart from following the rules and regulations of the HRDC. The particulars given above are true to the best of my knowledge and belief.

Place:  
Date

Signature of the Applicant

### CERTIFICATE OF RECOMMENDATION FROM THE PRINCIPAL

- ◆ I recommend Dr./Mr./Ms. ....  
Assistant/Associate Professor (Strike off which ever is not applicable) for the Orientation Programme/Refresher Course in .....  
If selected He/She will be relieved on time to participate in the above course at Human Resource Development Centre.
- ◆ Certified that the details of courses attended by him/her are verified and found correct.
- ◆ **Certified that University/College/Institution is included under Section 2(f) and 12(b) of U.G.C. Act. (Certificate to the effect is required, failing which no TA/DA will be paid to participant as per UGC Guidelines).**

Place:  
Date:

Signature of Principal/HOD  
With Office Seal

### FOR OFFICE USE ONLY

Selected for the ..... Orientation Programme/ Refresher Course in .....  
..... commencing from .....

Place:  
Date:

Director cum Professor

 : 0177 - 2830102,  : 0177 - 2831364, 0177 - 2833645, 0177 - 2833646  
 Email : hrdcshimla@gmail.com, Web : hrdcshimla.org