



**UGC-HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)**  
**SAMBALPUR UNIVERSITY, JYOTI VIHAR**  
**SAMBALPUR- 768019, Ph. 0663-2432137**  
**WORLD BANK FUNDED OHEPEE**  
 email-idpohepeesu@gmail.com

**APPLICATION FORM FOR REFRESHER COURSE /SHORT TERM COURSE**

**Instructions:**

1. This application form must be filled in completely, with no column left blank, and forwarded through proper channel.
2. A soft copy of the filled in application form complete in all respects be sent by email to (i) **The Coordinator of the Course, and (ii) To the Training Nodal Officer/ Director, Human Resource Development Centre (HRDC), Sambalpur University, Jyoti Vihar, Burla, Sambalpur- 768019** so as to reach within the stipulated date.
3. The hardcopy of the form along with annexures be submitted to the office at the time of reporting for the Course.
4. T.A. will be paid as per Govt. of Odisha rules.

Application for: Refresher Course in: .....  
 or Short Term Course in :.....

Duration of the Course: From..... to.....

1. Name: (In Block Letters) Dr/Mr./Miss/ Mrs.....
2. Designation:.....
3. Date of Birth:..... Gender:  Male Female
4. Category:  SC  ST  OBC General
5. Qualification..... Subject.....  
 Specialisation.....
6. Phone (with STD code): (R)..... (M)..... E-mail.....
7. Name of the College and Address: .....

Affix passport  
 Size recent  
 Photograph

Type of Institution: Govt.  Private  Autonomous

8. a. Date of first appointment as Lecturer in Degree College: .....  
 b. Date of joining in the present post : ..... c. Due date of Promotion : .....  
 d. Whether your sanctioned post is for +3 Branch.....
9. Nature of Appointment  Regular  Part-time  Ad hoc  Contract
10. Teaching Experience..... Years..... Months.....
11. Scale of Pay..... Basic Pay..... Grade Pay..... or Fixed Pay.....
12. Official Address.....  
 ..... PIN.....
13. Residential Address.....  
 ..... PIN.....
14. Details of the Orientation and Refresher Courses already attended:

Course	Date and Duration	Institution

15. Whether accommodation is required Yes No

16. Food Preference: Veg Non-Veg.

### DECLARATIONS

I hereby declare that all the information furnished in this application form is true and complete to the best of my knowledge and belief. I understand that in the event of any information being found false or incomplete my application shall stand rejected.

Place \_\_\_\_\_

Date \_\_\_\_\_

(Signature of the teacher)

Recommendation of the forwarding authority:-

I hereby certify that:

- (i) Our College/ University is included in the list of institution under Sec. 2(f) and under section 12(B) of the UGC Act;
- (ii) Our College does not come in the purview of the Section 12(B) of the UGC Act, but has been included under section 2 (f) and has been affiliated to \_\_\_\_\_ University for \_\_\_\_\_ years);
- (iii) The application of the above named teacher is forwarded with recommendation that when selected, he/she will be relieved in time to participate in the above course; and
- (iv) The information given above by the applicant is true, complete and correct.

Date \_\_\_\_\_

Principal/ Head of Institution  
(With Office Seal)

**NOTE:**

1. Part-time/ Ad hoc/ temporary/ contract teachers who have been teaching for at least three academic sessions in an institution which has been affiliated to University for at least two years may be permitted to participate in the Orientation/ Refresher Course to enhance their skills.
2. The University website [www.suniv.ac.in](http://www.suniv.ac.in) contains details of the application form and latest schedule of programmes.
3. **Intimation about confirmation of training programme shall be communicated to the participant by his/ her e-mail.**

**ANNEXURE- A**

**RELIEVE ORDER**

To

The TNO / Director, HRDC

Sambalpur University

Jyotivihar- 768019 ,Sambalpur

**Sub:** Relieve order of Mr/ Mrs/Ms/ Dr -----

for joining the Refresher Course / Short term course

Ref. Your letter No.----- dated-----

Sir ,

With reference to the above , I am to inform you that Mr/ Mrs/Ms/ Dr -----  
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is hereby relieved today the -----day of -----, 2019-----FN / AN to enable  
him/her to join the Refresher Course / Short term Course being conducted by Sambalpur University  
under FDP of World Bank Funded OHEPEE from -----to -----.

He / She shall attend the classes full time and shall not avail any kind of leave during the programme  
and his / her period of absence shall be treated as per rule.

Signature & Seal of

**REGISTRAR/ PRINCIPAL/ DIRECTOR**

Of the relieving Institute

**ANNEXURE – B**

**UNDERTAKING FOR ACCOMMODATION IN THE HRDC, SU HOSTEL**

I, ----- hereby undertake that I shall stay in the HRDC hostel alone as a participant of Refresher course/ Short term Course and shall not allow any unauthorized person(s) including my family member(s) to stay with me in the hostel.

I further undertake that I shall not carry and keep any objectionable articles in the hostel during my stay & shall leave the hostel immediately upon completion of the course or before the completion of the course if so desired by the SU; and shall fully abide by the rules of HRDC, SU hostel in force.

I also undertake not to indulge in any action that may cause inconvenience to the office, teachers, staff, students and fellow participants during my stay in the HRDC, SU hostel.

Full signature of the applicant

Address-----

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Contact No-----