



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

APPLICATION FORM FOR ORIENTATION/ REFRESHER 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 respect 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 be submitted to the office at the time of reporting for the Course.

Application for: Refresher Course in:
 or Orientation Programme:.....

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. 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. For the Orientation Programmes, newly appointed lecturers upto six years of continuous service and all those teachers who required orientation for getting a higher grade are eligible.
2. For Refresher Courses, participation in the Orientation Programme is a prerequisite for admission. However, in exceptional cases a teacher may be allowed to complete a refresher course prior to completion of an Orientation Programme. There should be a minimum gap of one year between two courses, though it may be relaxed if adequate number of participants is not available or it is essential for the teacher to fulfill eligibility condition for career advancement.
3. 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 a University for at least two years may be permitted to participate in the Orientation/ Refresher Course to enhance their skills.
4. The University website www.suniv.ac.in contains details of the application form and latest schedule of programmes.
5. **Intimation about confirmation of selection and registration shall be communicated to the participant by his/ her e-mail.**