



**UGC – HUMAN RESOURCE DEVELOPMENT CENTRE
SANT GADGE BABA AMRAVATI UNIVERSITY,
AMRAVATI (M.S.) 444602**

Phone: 0721-2551174, Ext. – 306(Off.)
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Website: www.ascsgbau.ac.in

APPLICATION FORM FOR ORIENTATION / REFRESHER / SHORT TERM COURSES

(i) **Please read the guidelines carefully before filling the Form.**

(ii) **Incomplete Application will not be entertained**

(Please tick the appropriate box for the course you are applying)

ORIENTATION PROGRAMME Number _____

To be held from _____ to _____

REFRESHER COURSE in _____ (Subject)

To be held from _____ to _____

SHORT TERM COURSE in _____

To be held from _____ to _____

Recent
Photograph

Other Details: In case you have submitted the D.D and not completed the course earlier please furnish the details below with proof.

Demand Draft Details:

Name of Nationalized Bank	D.D. Number	Date	Amount

A. PERSONAL INFORMATION

1. Name: Dr./Mrs./Miss/Mr. : _____

2. Gender Male Female

3. Date of Birth : ____/____/____ (DD/MM/YY)

4. Educational Qualifications : _____

5. Category : SC ST VJ NT OBC OTHERS

6. Official Address : _____

7. Residential Address : _____

8. Phone No. : STD Code _____ Residence _____

: Mobile _____ Fax _____

: E-mail _____

B. Employment Details

9. Designation : _____

10. Department & College : _____

11. Subject : _____

12. Area of Specialization : _____
(If any)

13. Pay Scale : Pay Band :- _____ A.G.P. _____

: Present Basic Pay Rs. _____

14. Affiliating University : _____

C. Teaching Experience Details

15. Date of First Full Time Appointment: _____

16. Status of Present Appointment : Temporary Permanent

Adhoc / Contract On Probation

17. Length of Full Time Service Only: Years _____ Months _____

18. Teaching Experience: _____ (Excluding C.H.B.)

a. Degree College : Years _____ Months _____

b. P.G. Department : Years _____ Months _____

c. Administrative Experience : Years _____ Months _____

21. Details of Courses **already attended**: (Pl. writes the dates carefully)

Courses	ASC/Institution	Date	
		From	To
Orientation Programme			
Refresher Courses	1. 2. 3.		
Short Term Courses	1. 2.		
Others			

22. Mode of Journey: Train (AC III) / Bus

Approximate T. A. Rs _____

23. Do you need hostel accommodation? : Yes No

24. Does your Institution belong to : Yes No
2(f)/12(B) of the UGC Act.

Declaration of Applicant

I hereby declare that all information furnished in this application form is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my application/admission is liable to be rejected/cancelled at any time.

Place _____

Date _____

(Signature of the Applicant)

ENDORSEMENT BY AUTHORITY

I recommend Dr./Mr./Ms. _____ (Designation) _____

(Institution) _____ for

the Orientation Programme / Refresher Course / Short Term Course in _____

_____. He / She will be relieved on time to participate in the above

course at UGC- Human Resource Development Centre, SGBAU, Amravati, if selected. Certified

that this College is affiliated to _____ University

for the last five years. **Also certified that the details mentioned in the Application Form by him/her**

were verified and found correct.

Place: _____

Date: _____

Signature of Registrar /Principal
With Stamp

(Name: _____)

Important Notes :

1. C.H.B. experiences should not be counted while calculating the length of Service.
2. As per the revised guidelines from UGC, selected participants will have to pay registration fee (non-refundable) of Rs. 1000/- at the time of registration
3. Demand Draft of **Nationalized Bank** should be drawn in favor of “ **The Director, H.R.D.C, Sant Gadge Baba Amravati University**”, payable at **Amravati (Maharashtra State)**.
4. T.A./ D.A. will be paid to the participants of O.P. & R. C. as per U.G.C Rules.
5. The completed application form should reached to the address given below before last date:

**To,
The Director
UGC – Human Resource Development Centre,
Sant Gadge Baba Amravati University, Amravati,
Pin code – 444602.**

6. Incomplete form will be rejected.
7. As per UGC guidelines it is mandatory to attend the course from inaugural programme of the course.
8. Details of pay band, grade pay & present basic pay including AGP are essential.(see B-13).
10. Status of appointment should be written as per the appointment order of the institution / University (submit the copy of appointment order).