# UGC-Human Resource Development Centre
## Jawaharlal Nehru University
### New Delhi 110067

Please read the following instructions before applying for the course

1. Applicants are requested to register online for the desired courses offered at UGC-HRDC, JNU
2. Please fill up the online application well on time.
3. A web link to register for a course is available HRDC website.
4. Please make application fee DD (non-refundable Rs. 500/- through an account payee bank draft in favour of the Finance Officer, Jawaharlal Nehru University, New Delhi, payable at the State Bank of India, JNU, and Code No. 10441) before applying to the course, as it will be required in submission of the application.
5. Once application fee is paid, your application will be valid only for the current academic year (2019-20).
6. Selected participants will be intimated by E-mail after the screening.
7. Please bring relieving order from the appropriate authority at the time of joining the course. No one shall be allowed to join the course without a relieving order. If any discrepancy/false information found in the submitted form at any stage, the candidature of the participant will be rejected.
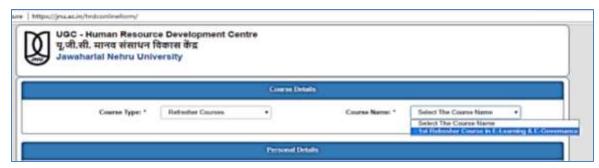
## How to apply

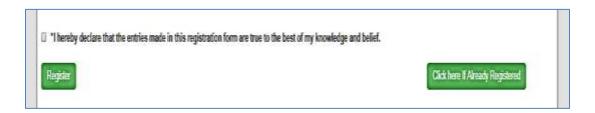1. Applicants should select the "course type" first and then the desired "course name"
   **Course Type:**



   **Course Name:**

2. After selecting the "course name", the applicant can fill up the details about their Personal, Contact, Academic qualification and the earlier attended courses etc.

3. Applicants should then fill up the application fee details. Please keep ready demand draft before applying for the course.

4. On click of "**Register**" button, a registration number will be generated. Applicants are requested to keep this registration number safe as it will be required for login purpose.



5. After registering successfully, applicants are requested to take print of the application and get it forwarded by the concerned authority.

6. The hard copy of duly forwarded/signed application along with demand draft should be sent to following address:
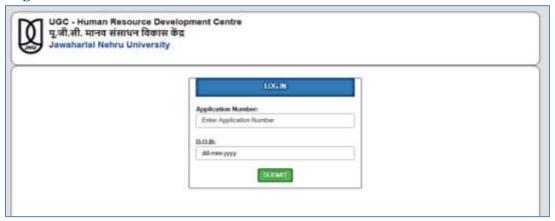
To,

The Director

UGC-Human Resource development Centre

Jawaharlal Nehru University

New Delhi 110067

7. Application will be processed at HRDC, only after receiving the duly filled application along with the application fee.

8. Applicants can later check the status of their application and take a print of the application form by login in the system with their application number and date of birth. A link is available at HRDC website main page and at the bottom of register course web page.

**Login:**



9. On selection, an E-mail will be sent to the selected participants. On receipt of email from HRDC, JNU the applicants are required to fill up the registration fee details before the due date to confirm their participation in the course. Applicants are then required to send the original registration fee demand draft to HRDC, JNU.

10. Final confirmation will be marked only on receiving the original registration fee at HRDC.

11. Applicants may apply to multiple courses separately with separate application fee for each course. One application fee (demand draft) is valid for only one course. Different registration numbers will be generated for registering to different courses.

## Meaning of various statuses of application

- **Application registered, receiving pending**: Applicant has registered for the course but receiving of duly forwarded/signed copy along with application fee at HRDC is pending.

- **Application received**: Duly forwarded/signed copy of registered application along with application fee is received at HRDC, JNU.

- **Processing fee not received**: Application without application fee/processing is received at HRDC.

- **Selected, Registration details pending**: Applicant is selected for the registered course and is required to fill the registration fee details.

- **Registration fee details submitted, receiving pending**: receiving of original registration fee draft at HRDC is pending.

- **Registration fee received**: Registration fee demand draft received at HRDC.

- **Selected, Registration fee not submitted**: Applicant was selected for the course but did not submit registration fee details within due time mentioned in selection letter sent through E-mail.

- **Course completed**: Applicant successfully completed the registered course