UGC HUMAN RESOURCE DEVELOPMENT CENTRE
Aligarh Muslim University
Aligarh-202002 (UP)
Phone: 0091-571-2400991, E-mail: asc_amu@yahoo.com,
Web: www.ascamu.ac.in

Application Form for Admission to

☐ ORIENTATION PROGRAMME
Beginning on __________________ Finishing on __________________

☐ REFRESHER COURSE in ________________________ (Subject)
Beginning on __________________ Finishing on __________________

I PERSONAL INFORMATION
1. Name (in block letters) : 
   Surname/ Family name 
2. Date of Birth : 
   Date [   ]  Month [   ]  Year [   ]
3. Sex : ☐ Male ☐ Female
4. Educational Qualifications: .................................................................
5. Community : ☐ SC ☐ ST ☐ OBC ☐ Minorities ☐ General
6. Mailing Address : House/Flat No. 
   (For Correspondence regarding this Application Form) 
   Town: 
   District: 
   State: 
   PIN 
   Mobile ................................ Fax ...................... email: ......................................

II Details of Employment
1. Designation and Subject : .................................................................
2. Department : .................................................................
3. Basic Pay & Scale of Pay : .................................................................
4. Address of the College/University: ................................................................. 
   District: ............... State: ............... PIN ............... 
   Phone No.: STD Code ...............Tel: ............... 
   Fax ...................... email: ......................................
5. Name of the Affiliating University:
III Details of Teaching Experience

1. Date of first Appointment : .................................................................

2. Date of regular Appointment : ..........................................................

3. Status of Appointment : ☐ Permanent ☐ Temporary ☐ Adhoc

Details of UGC ASC/HRDC Courses Attended

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<td>Orientation Programme</td>
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<td>Refresher Course</td>
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Date: ____________________________  Signature of the Applicant

RECOMMENDATION FROM THE PRINCIPAL/HEAD OF THE DEPARTMENT

I recommend Dr./Mr./Ms. .................................................................
(Designation)................................................................. (Institution).................................................................
.................................................. for the Orientation Programme/Subject Refresher Course in
................................................................. He/She will be relieved on time to participate in the above
course at UGC Human Resource Development Centre, if selected. Certified that this College
is affiliated to ........................................... University for the last five years. Also
certified that the details of courses attended by him/her were verified and found correct.

Date: ______________  Signature of the Principal/Head
                           With Official Seal

Note: Kindly note that in addition to sending this recommendation along with your
application, you must produce a relieving certificate from your Head of the
Department/Principal of your institution at the time of registration for course. Without
the relieving letter you will not be permitted to join the course. This certificate is not a
substitute relieving letter.

In short, two documents are needed:

1) Recommendation along with the application form.
2) Relieving letter at the time of joining the course.