

UGC-HUMAN RESOURCE DEVELOPMENTCENTRE

UNIVERSITY OF NORTH BENGAL

Instructions for online application of courses:

1. The last date of applying for a course is 20 days before the commencement of the course (see the UGC-HRDC, NBU Academic Schedule 2020 - 2021 for course commencement dates).
2. As the online application by UGC-HRDC, NBU is being processed through Google Forms, it is mandatory for applicants to have a Google account.
3. Candidates are required to apply ONLINE for a course by clicking the corresponding application links for each course.
4. On successfully submitting the application form, candidates will receive an e-mail from Google Forms confirming the application along with their filled-in application.
5. Applicants are required to ensure an active internet data pack for at least 6 hours of daily lectures subject to the duration of course. It is also to be noted that lectures, seminars, etc. will be conducted through **Google Meet online platform**.
6. Once the selection of participants is done by UGC-HRDC, NBU, only the selected candidates will be further intimated through an e-mail from UGC-HRDC, NBU.
7. On receipt of the selection e-mail, selected candidates are required to pay a registration fee of **Rs. 1000/-** (non-refundable), through online bank transfer mode (NEFT/Internet Banking) to the following bank account:

UGC HUMAN RESOURCE DEVELOPMENT CENTRE

Bank Name: State Bank of India

Bank Account No. 31252017766

NBU CAMPUS Branch

IFS Code: SBIN0002096

8. Failure to make payment will result in rejection of application of a candidate from a course.

9. After successful payment of the registration fees, candidates are required to send the following details through GOOGLE FORM (link will be communicated later):

a. Name of the Candidate.

b. Name of the course applied for (with duration of the course)

c. Details of the candidate's bank account from where online transfer of the registration fees has been made:

i. Name of the bank:

ii. Name of account holder:

iii. Bank account number:

iv. IFSC code:

v. Transaction id:

vi. Date and time of transfer:

d. A screenshot with details of the online bank transfer of registration fee is to be uploaded.

Sd/-

Director

UGC-HRDC, NBU