

**UGC-HUMAN RESOURCE DEVELOPMENT CENTRE, PANJAB UNIVERSITY
CHANDIGARH**

Method of Selection of Applications for the Training Courses

As per UGC guidelines for HRDC (2019) section 7.1.1, the number of participants in a course should be 20 to 40 only.

1. Scanned copy of application needs to be submitted through email (*hrdcpuchd@gmail.com*) to the HRDC. Applications received through email will be considered only.
2. Only those applications received before the cutoff date (*One Month prior to the date of Course*) will be considered.
3. Only duly filed applications will be considered.
4. The order of preference will be as per the date of next promotion/grade/scale. The less duration left for the next promotion, the more preference an applicant will get in the selection list.
5. The first selection list will be prepared and applicants selected in the first list will be sent a selection letter through email and given a last date for confirmation of participation.
6. In case, the selected applicant fails to confirm, the seat will be deemed as vacated and the next person in the waiting list will be selected.
7. Rest of the applications of applicants who are not selected stand cancelled.
8. They need to apply afresh for a new course.
9. Faculty of Universities/Colleges can send 'Advance Copy' of their applications directly by specifically mentioning the words 'Advance Copy' on the application form.
10. There is no need to send any Demand Draft with the advance copy.
11. Selection on the 'Advance Copy' application will be provisional. It will become final only when hard copy of the application is received through proper channel.

(Honorary Director)