Before applying please read the instructions carefully

1) Participants are requested to read the instructions carefully before filling the applications and applying online.
2) Incomplete form with incorrect information will be rejected without intimation
3) Applications will be processed and scrutinized as per the UGC rules and regulations from time to time.
4) Before applying online, participants should have a scanned image of his/her photograph as per specification. Online application will not be registered unless participants upload photograph of passport size with white background. Dimension of the photograph is 420 px X 540 px and should be between 25kb in jpg format.
5) After taking print out of the application, participants must sign the application and also get the signature of your head of the institution with seal. After doing so, participants must scan the application and upload the same in the website by logging to your registration ID. Upload authenticated scanned copy of Orientation/Refresher/Short Term Course application form in pdf format only
6) User name and password is essential to start the profile creation. Participants are directed to note down the same for future use. In the event if not being able to fill the data in one go, they can save the data already entered.
7) HRDC does not assume any responsibility for the participants not being able to submit their application within the date stipulated on any ground. For every course, interested participants will have to apply afresh. Old applications and applications applied for courses earlier(**not more than a year**) will not be considered.
8) For any queries, kindly contact UGC-HRDC office on 0836-2792153 or on the email ugchrdc.kud@gmail.com