



## APPLICATION & SELECTION PROCESS

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| At Your End | <b>Step 1</b> | Click on the 'On-line Payment' menu on the HRDC website.  |
|             | <b>Step 2</b> | Make the payment by filling-in all the details and by following the on-line payment procedures of State Bank of India.  |
|             | <b>Step 3</b> | Download the Application Form from the 'Downloads' menu of the HRDC website.  |
|             | <b>Step 4</b> | Fill-in all details and get it forwarded by the Registrar/Principal. Don't miss to fill-in the SB Collect Reference Number and Date of the Online Payment.  |
|             | <b>Step 5</b> | Send it to <b>"The Director, UGC-Human Resource Development Centre, Bharathidasan University, Khajamalai Campus, Tiruchirappalli-620 023, Tamil Nadu"</b> by Speed / Registered Post or Courier in an envelope superscribed as 'OP Application / RC Application / STC Application'. |

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| At our End  | <b>Step 6</b>  | Registration of application on first-cum-first-served basis.   |
|             | <b>Step 7</b>  | Scrutiny of Application and Acceptance of complete and valid applications.   |
|             | <b>Step 8</b>  | Selection of applicants for participation and publication of Selection List on the HRDC website two weeks before the OP/RC/STC starts. |
| At Your End | <b>Step 9</b>  | Confirmation of participation through e-mail before the stipulated date.   |
| At our End  | <b>Step 10</b> | Dispatch of Selection Order individually to the confirmed participants through e-mail/courier.   |

**Note:** The outstation participants, who need accommodation at the Faculty Guest House shall download the Guest House Registration Form from the 'Download' menu of the HRDC website and submit the filled-in form along with the OP/RC/STC Application.

**Director**