



UGC - HUMAN RESOURCE DEVELOPMENT CENTRE  
UNIVERSITY OF CALICUT

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**Dr. SABU K. THOMAS**  
**DIRECTOR**

No. UGC-HRDC (B)/STC-NTSTP/2023-24

Date: 16.06.2023

Dear Sir / Madam,

Greetings from UGC- HRDC, University of Calicut.

The UGC-HRDC, University of Calicut has scheduled to conduct a **Short Term Course on Professional Development of Ministerial Staff\*** working in the affiliated Colleges (Govt. / Aided) from **28.12.2023 to 03.01.2024** at HRDC, Calicut University campus.

Time 10 a.m. to 5 p.m. [OFFLINE PLATFORM] for 7 days (including Sunday)

Resource Persons from the DCE and NIC (in service and retired) will be handling the sessions on the following topics: *Kerala Service rules, Audit/store purchase rules, file management system, Leave and disciplinary actions, RTI, Cash Book, e-grantz, DCB, GeM/e-tender/Cyber security, office management, promotions of NTS and TS, Pension and PF, BIMS/Plan/Non-plan fund utilization etc.*

Limited number of accommodation facilities are available in the HRDC Guest House and prior booking is required. No TA/DA will be paid to the participants.

Link for online application: <https://ugchrhc.uoc.ac.in/index.php/application/online>

Link for online application is available on the official website (<https://ugchrhc.uoc.ac.in/index.php>) of the HRDC.

Admission limited to 40 participants, aspirants are requested to apply through online **on or before 14.12.2023, 03.00 p.m.**

**Every participant has to be paid mandatory Registration Fee (non-refundable) of Rs. 1000/- as per UGC guidelines.** For further assistance, you may contact HRDC office (0494 2407351) during office hours.

**For details visit:-**

<https://ugchrhc.uoc.ac.in/index.php>

<https://ugchrhc.uoc.ac.in/index.php/application/online>

\*Course link is opened for Ministerial staff working in the aided/Government Colleges.

Yours faithfully,



**DIRECTOR**

Director  
UGC-Human Resource Development Centre  
University of Calicut

To

The Principals  
Govt./ Aided Colleges.