



**UGC - HUMAN RESOURCE DEVELOPMENT CENTRE
UNIVERSITY OF CALICUT**

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**Dr. SABU K. THOMAS
DIRECTOR**

No. UGC-HRDC (B)/STC-NTSTP/2022-23

Date: 16.11.2022

Dear Sir / Madam,

Greetings from UGC- HRDC, University of Calicut.

UGC-HRDC, University of Calicut has scheduled to conduct a **Short Term Course on Professional Development of Ministerial Staff*** working in the affiliated Colleges and Universities from **28.12.2022 to 03.01.2023** at HRDC, Calicut University campus.

Time 10 a.m. to 5 p.m. [OFFLINE PLATFORM] for 6 days.

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. TA will be paid as per UGC norms.

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

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

Admission limited to 40 participants, aspirants are requested to apply through online **on or before 14.12.2022, 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 Mr. Bavin P.K. (Mobile No. 8590237717) during office hours.

For details visit:-

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

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

*Courses open for Ministerial staff working in the aided/Government Colleges and Universities.

Yours faithfully



DIRECTOR

Director
UGC-Human Resource Development Centre
University of Calicut

To

The Principals
Aided / Govt. Colleges.