



# Department of Public Administration

Jahangirnagar University, Savar, Dhaka-1342

## Admission Notice (Spring Semester), 2023

*for*

### Master in Human Resource Development and Industrial Relations

(MHRDIR- Weekend Program)

#### Important Deadlines:

Application opens:	November 10, 2022; Thursday
Application closes:	December 20, 2022; Tuesday
Admission Test (Written) :	December 24, 2022; Saturday; 11:00 am to 12:00 pm
Viva Voce:	After the written test on the same day (Please bring your original marksheets & certificates)
Class Starts (tentative):	January 13, 2023; Friday

#### Program Features:

- ONE YEAR PROGRAM WITH THREE SEMESTERS
- Highly qualified faculty members
- Strong industry linkage
- Convenient class schedule (Friday & Saturday)

#### Eligibility:

Admission is open to individuals who have:

- at least a Bachelor degree (Hons.) in any field of study with no third division/class or CGPA below 2.5 at any level.
- a Master's Degree is compulsory for B.A./B.S/S./B.Sc (Pass) applicants.

#### Application Procedure:

Application can be done either Online or Offline. You can follow any one method.

##### Online Application Process:

- First, visit the website [hrdir.iitju.edu.bd](http://hrdir.iitju.edu.bd) and read the instruction carefully.
- Click **HRDIR Online Application**.
- Fill up the online application form.

After successfully completing the application form, you will get a **HRDIR Bill No.** through SMS to your given mobile number. Please keep the Bill No. safely.

Now make a **payment** of **Tk. 1000/-** as application fee from your/agent's **Dutch Bangla Mobile Banking** account ROCKET to HRDIR-JU biller ID **271**. The process is as follows:

- Using your/agent's ROCKET account, dial **\*322#**
- From the menu appeared, select **Bill Pay**
  - ❖ If you want to make payment using your own ROCKET account, then select **Self**.
  - ❖ If you want to make payment using agent's ROCKET account, then select **Other** and then Enter Payer Mobile No.
- Enter **0 (Other)**
- Enter **271** as **Biller ID**
- Enter your **HRDIR Bill No.** (which was sent to you via SMS)
- Enter **1000** as **Amount**
- Enter your/agent's ROCKET account's **PIN**
- Collect **Txnid** (TRANSACTION ID) from the return SMS

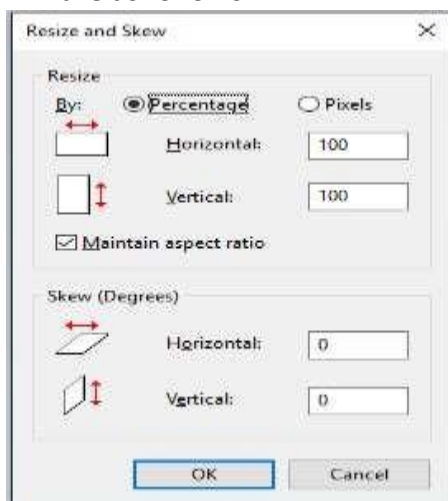
To download **Admit Card**, visit the website **hrdir.iitju.edu.bd** again.

- Click **Admit Card Download**.
- Log in with your **HRDIR Bill No.** and **Txnid (Transaction ID)**.
- Upload your scanned signature (300 by 80 pixel) and passport size photograph (300 by 300 pixel).
- After submission, download/print your admit card.

Keep your Admit Card safely and bring it on the day of admission test.

### Note:

- ❖ To correctly adjust the dimension of your scanned photograph (300 by 300 pixel) and signature (300 by 80 pixel), you can use MS Paint program in Windows. The processes are as follows:



- a) Open your photograph or signature using MS Paint program.
- b) Press Ctrl + W while MS Paint is running. A window (like the one shown here) will appear.
- c) Select Pixels and uncheck Maintain aspect ratio.
- d) Under Resize, enter 300 and 300 in the Horizontal and Vertical box respectively for your photograph, or enter 300 and 80 in the Horizontal and Vertical box respectively for your signature.
- e) Click OK. Done!!

### Offline Application Process:

- ❖ Prescribed application form can be collected from the office of the **Department of Public Administration** during office hours (everyday from 8:30 am to 4:00 pm) (or can be downloaded from [hrdir.iitju.edu.bd](http://hrdir.iitju.edu.bd)).
- ❖ Completed application form along with attested copies of all certificates/ marksheets, two recent passport size color photographs and an amount of Tk 1000/- (in cash) should be submitted to the office of the **Department of Public Administration** during office hour (Sunday, Tuesday & Thursday from 9:30 am to 2:00 pm). Candidates must collect the Admit Card for admission test while submitting the application form.

Coordinator, MHRDIR, JU

For more information:

Phone: 01827-543925, 01883-017274 (from 8.30 am to 04.00 pm)

Email: [wmhrdir2018@gmail.com](mailto:wmhrdir2018@gmail.com) Websit: [hrdir.iitju.edu.bd](http://hrdir.iitju.edu.bd)