



Department of Public Administration

Jahangirnagar University, Savar, Dhaka-1342

Admission Notice (Spring Semester), 2019

for

Master in Human Resource Development and Industrial Relations

(MHRDIR- Weekend Program)

Important Deadlines:

Application Opens:	November 09, 2018; Friday
Application Closes:	December 05, 2018; Wednesday
Written Test:	December 07, 2018; Friday; 12:00 PM to 01:00 PM
Viva Voce:	After the written test on the same day (Please bring your original marksheets & certificates)
Class Starts:	January 11, 2019; Friday

Program Features:

- **ONE YEAR PROGRAM WITH THREE SEMESTERS**
- Highly qualified faculty members
- Strong industry linkage
- Convenient class schedule (Friday: 10:00 am to 05:30 pm; Saturday: 02:30 pm to 08:00 pm)

Eligibility:

Admission is open to individuals who have:

- at least a Bachelor degree 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. (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** 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 **PIN No.** through SMS to your given mobile number. Please keep the PIN No. safely.
- Now make a payment of **Tk. 1000/-** as application fee from your/agent's **Dutch Bangla Mobile Banking** account to HRDIR-JU biller ID 271. The process is as follows:
 - Using your/agent's Dutch Bangla Mobile Banking Account, dial ***322#**
 - From the menu appeared, select **Payment**
 - 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 **271** as **Biller ID**
- Enter **your PIN No.** as **Bill Number**
- Enter **1000** as **Amount**
- Enter your/agent's Rocket account's **PIN**
- Collect **Txnid** (TRANSACTION ID) from the return SMS

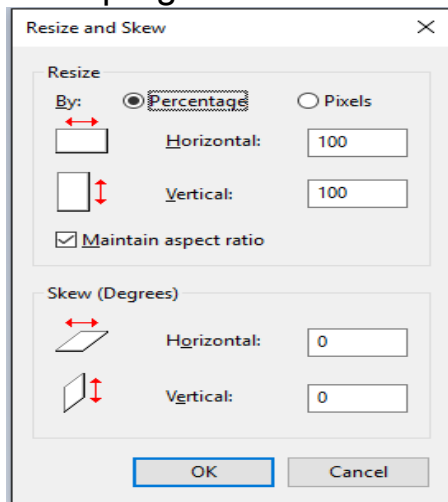
To download **Admit Card**, visit the website **hrdir.iitju.edu.bd** again.

- Click **Admit Card Download**.
- Log in with your **PIN 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

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**).
- 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 (including Friday) between 8:30 am to 4:00 pm. Candidates must collect the Admit Card for admission test while submitting the application form.

Dr. Muhammad Sayadur Rahman
Coordinator, HRDIR, JU.

For more information:

Phone: +88 01827-543925 (from 8.30 am to 4.00 pm) **Email:** padmn@juniv.edu

Website: hrdir.iitju.edu.bd