



दक्षिण बिहार केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF SOUTH BIHAR

(Established under Central Universities Act, 2009)
BIT Campus, PO: B.V. College, Patna – 800 014 (Bihar)

Application Form for Regular Non-Teaching Positions – Group “A”, “B” & “C”

Advertisement No –

Post Code.....	Serial No. (to be filled by Office)
Post Applied for.....	

READ THE INSTRUCTIONS BEFORE FILLING UP THE APPLICATION FORM. USE CAPITAL LETTERS ONLY

Bank Challan Details

Transaction ID.

Dated

Issuing Bank

Branch

Amount

Affix latest
Passport Size
Color Photograph
duly
cross signed

Signature of Candidate

Applicant Details

1. Name of Applicant

2. Father's/Husband Name

3. Sex Male Female (Please put a Tick – ✓ mark)

4. Date of Birth

5. Marital Status 6. Nationality

7. Category (a) General SC ST OBC (Put a Tick – ✓ mark)

Important Note : If Caste Category other than General, certificate issued by the competent authority in support thereof should be enclosed.) (Enclosure Serial No -)

(b) Physically Disabled Yes No (Please put a Tick – ✓ mark)

(If yes, certificate from a medical Officer not below the rank of Civil Surgeon should be enclosed) (Enclosure Serial No -)

Nature of Disability _____

Percentage of Disability _____

15. Working Experience : (in ascending order)

Name of the Institutions	Designation	Duration		Pay Scale	Last Basic	Nature of duties performed	Reason for leaving	Enclosure Serial No
		From	Up to					

16. Please indicate as to why you wish to join the Central University of South Bihar and in your opinion do you meet the requirements as advertised? (to be filled up in candidate's own hand writing)

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17. Your competence in use of Computer if any

(Enclosure Serial No -)

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18. Your competence and skill in use of office machines (Photocopy Machine / Fax Machine / Lamination and Binding Machine / Scanner / Video Camera / Projector / Any other)

(Enclosure Serial No -)

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19. Names and Address along with their contact numbers of two Referees, under whom you have worked :

1.	Name	2.	Name
	Address		Address
	Phone / Mobile No. (if any)		Phone / Mobile No. (if any)
	Email Id (if any)		Email Id (if any)

20. Additional information, if any

21. **Declaration** : I, _____ son/daughter/wife of _____ here by solemnly declare that the information made in this application as above are correct and complete to the best of my knowledge and belief, and that no material information has been concealed or suppressed and if in future it is detected that there has been suppression of any factual information, my candidature can be cancelled or my service can be terminated, if selected.

Place : _____

Signature of the Applicant

Date : _____

Name of the Applicant

(Only for employed applicants)

Endorsement by Employer : Neither any disciplinary proceedings are pending nor contemplated against the employee. He/ She has never been dismissed from service nor debarred from holding any future appointment. Neither any criminal case is pending nor the applicant has been convicted for any offence. He will be relieved, if selected.

Place : _____

Head of the Institution

Date : _____

List of Enclosures :

1. _____
2. _____
3. _____
4. _____
5. _____

INSTRUCTIONS FOR FILLING UP THE FORM FOR REGULAR POSITIONS

1. Please use CAPITAL LETTERS for filling the form.
2. Paste your photograph on the specified place, do not staple or PIN the photograph.
3. Put your signature on the specified Block, do not overwrite.
4. The Demand Draft should be in favour of Registrar, Central University of South Bihar payable at Patna of ₹500/- (**exempted for SC, ST, PD and Female candidates**)
5. Please put a Tick (✓) mark where necessary.
6. Only downloaded Application Form from the website www.cusb.ac.in can be filled up and send to us. No other format will be accepted.
7. Applications incomplete in any respect will not receive any consideration at all.
8. Application processing & registration fee shall not be refunded under any circumstances.
9. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdrawal/cancel any communication made to the candidates.
10. No TA / DA will be paid for appearing in the examination however SC, ST and PD candidate short listed for interview will be reimbursed equivalent to return Single Second Class railway fare / Bus fare towards journey on production of proof.
11. Those already in employment should apply “through proper channel” with “No Objection Certificate” from their employer.
12. The number of vacancies indicated in the employment notification is tentative. The University reserves the right to increase / decrease the number of posts, at the time of selection.
13. Canvassing in any form on behalf of any candidate will disqualify such candidates.
14. Separate application along with separate Demand Draft should be submitted for each post and the envelope should be super scribed with the name of the post, advertisement number and date.
15. Age, experience and qualifications will be reckoned as on last date of submission of application form. Clear quality Photo copies of all important self-attested certificates must be attached with the application. Minimum age of eligibility to apply for any post is 18 years.
16. University will not be responsible for any postal delay at any stage.
17. In case of any disputes/suites or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts of Patna only.
18. Reservation for SC/STs, OBC and PH for all post exists as per the guidelines of the UGC / GOI. Candidates applying for the reserved posts should clearly state at the specified place to which category they belong. They must also enclose attested Photostat copy of Caste Certificate/ Medical Certificate from the concerned competent authorities. The form of caste certificate to be produced by other backward class candidates must be in the format as prescribed by the Govt. of India. Otherwise, the application will be rejected without further consideration.
19. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for the interview. More stringent criteria may be applied for short-listing the candidates to be called for interview. Applicant having higher qualification and merit will be given preference.
20. The statutory provision for relaxing of age, experience etc. prescribed in case of the candidates belonging to SC/ST/OBC categories will be made applicable to them as per GoI.
21. Upper age limit for persons with disabilities shall be relaxable as per GoI.
22. The panel of selected waitlisted candidates will be valid for one year from the date of approval of competent authority and University shall make appointments on consequential / new vacancies.
23. The University may offer lower post to a candidate who may have applied for a higher post in case suitable candidates are not available for the advertised posts.
24. Selection will be made on the basis of candidate’s previous records and their performances in the test/ interview. The University may conduct online / offline test as a method of selection. Selection process

- may comprise of (i) general competence test / (ii) specific ability as skill test / (iii) aptitude and personality test.
25. NO INTERIM QUERIES regarding test/interview/ selection will be entertained.
 26. University reserves the right not to fill up any of the vacancies advertised, if the circumstances warrant so without giving any reason. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates. The number of positions is thus open to change. The University being its formative and evolving stage requires experienced, efficient and multitasking personnel. Such candidates may be considered for relaxation in age limit.
 27. The University reserves the right to consider:
 - (i) applications received after last date.
 - (ii) “in absentia” candidature of those who may not have applied or who may have applied but are not able to appear for the interview.
 - (iii) the appointment on direct recruitment/on deputation/contract basis.
 - (iv) relax minimum requirements of qualification and/or experience on the recommendation of the Screening/Selection Committee.
 28. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the services. In case, it is detected that the document submitted by the candidates are fake or the candidates has a clandestine antecedents/ background and has suppressed the said information, then his services shall be terminated and may initiate other legal action.
 29. University reserves the right to grant relaxation in age limit to experienced, efficient and multi-tasking personnel.
 30. In case if any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
 31. The appointment will be subject to the Provisions of the Central University of South Bihar Act, statutes and other rules applicable to the University and subject to the concurrence from the Govt. of India.
 32. Application form and related information are available on the University website: www.cusb.ac.in.
 33. Last date of receiving completed Application Form is **22-03-2017**. Applications received after the last date or without complete information or without requisite fee or not in the prescribed format may not be entertained. The University will not be responsible for any postal delay.
 34. Where the written and skill test is conducted for shortlisting of candidates, it should not be construed as a merit test; the selection will be made on the basis of performance in the interview on the recommendation of Selection Committee.
 35. Filled-in Application Form along with application processing & registration fee of **₹500/- (exempted for SC, ST, PD and Female candidates)** through Demand Draft drawn in favour of “**Registrar, Central University of South Bihar**” on any nationalized bank payable at Patna and copies of other documents, certificates, etc., should be sent only through Registered / Speed Post to the office of **The Registrar, Central University of South Bihar, BIT Campus, P.O. : B.V. College, Patna-800014** on or before **22nd March, 2017**.

Note : Posting can be at any place of Bihar where the University / any of its office is located.

**Sd/-
Registrar**