

INSTRUCTIONS FOR FILLING UP THE FORM FOR REGULAR/DEPUTATION POSITIONS

1. The submission of application form is acceptable **only** through online mode.
2. Please use CAPITAL LETTERS for filling the form.
3. Upload your recent passport size colour photograph (Max. 256 KB width 230-240 pix and Height 240-250 pix) and signature (Max. 128 KB) in JPEG/JPG/PNG format at the specified place of the application form.
4. Application Fee of Rs.1000/- for both regular/deputation posts must be submitted through Online Mode i.e. SBI collect only. The **SC, ST, PwD, Female candidates and regular staff of CUSB** are exempted from paying the application fee.

PAYMENT OF APPLICATION FEE & SUBMISSION OF FILLED IN APPLICATION:

Procedure for Online Payment

Open the website address <https://www.onlinesbi.com/prelogin/incollecthome.htm>

State of Corporate/Institution	-	Bihar
Type of State/Corporate/institution	-	Educational Institution
Select Educational Institution name	-	Central University of South Bihar Admission
Select Payment Category	-	Application Fee (Recruitment)

Please fill in all the information correctly on the on-line portal in the given format and deposit the fee as prescribed (Important: Short payment or delayed payment after due date will not be considered).

After depositing the fee through SBI E-collect facility in the name of Central University of South Bihar take 3 copies of print out and enclose them with the application form duly signed by the candidate. Please remember to keep one copy for your record.

After submission of payment please mention the payment reference number and date to complete the form submission.

5. Application incomplete in any respect will not receive any consideration at all.
6. Application processing & registration fee shall not be refunded under any circumstance.
7. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
8. Those already in employment should apply "Through Proper Channel" and/or produce "No Objection Certificate" from their employer.
9. The application for appointment on deputation must be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.
10. The number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of interview/selection and make appointments accordingly.
11. Canvassing in any form on behalf of any candidate will disqualify such candidates.
12. Separate application along with separate application fee should be submitted for each post and the envelope should be super-scribed with the name of the post, advertisement number and date.
13. Age, experience and qualifications will be reckoned as on last date of submission of online application i.e. **31.03.2019**. Clear quality photocopies of all important self-attested certificates must be attached with the printed application. Minimum age of eligibility to apply for any post is 18 years.
14. University will not be responsible for any postal delay at any stage.
15. In case of any disputes/suits or legal proceedings against the University, the Jurisdiction shall be restricted to the Hon'ble High Court of Patna only.
16. Reservation for SC/STs, OBC, EWS and PH for all posts exists as per the guidelines of the UGC / GOI. Candidates applying for the reserved posts should clearly state at the specified place to which