

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 only. The **SC, ST, PwD, Female candidates and regular staff of CUSB** are exempted from paying the application fee.
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. **03.01.2023**. 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. Applicants are advised to submit separate applications against each post mentioning post applied for, to the University well in advance, without waiting till last date, to avoid postal delay or any other unforeseen problems. University will not be responsible for any postal delay at any stage.
15. In case of any disputes/suites 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 category they belong. They must also enclose attested photo copy of Caste Certificate/ Medical Certificate from the concerned competent authorities in support of their claim. The form of caste/income & assets certificate to be produced by other backward class/economically weaker section candidates must be in the format as prescribed by the Govt. of India. Otherwise, the application will be rejected without further consideration.
17. 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 test/interview. The University will have to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit. Call letters for attending interview will be sent only to the short-listed candidates by e-mail. No correspondence will be made with applicants who have not been short-listed/not called for interview.

18. The relaxation in age, qualification etc. shall be applicable to the SC/ST/OBC/EWS/persons with disabilities and candidates in Govt. Service as per rule of GOI. However, the University will have the right to relax any of the qualifications, experience, age, etc. in exceptionally deserving cases of all posts on the recommendations of the Screening and Selection Committee.
19. NO INTERIM QUERIES regarding test/interview/ selection will be entertained.
20. The University shall have the right to withdraw the advertisement of a particular post/s or complete advertisement due to administrative reasons and fee once deposited with the University shall not be refunded.
21. 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(s) submitted by the candidate are fake or the candidate has a clandestine antecedents/ background and has suppressed the said information, then his services shall be terminated and other legal action may be initiated.
22. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
23. The appointment will be subject to the Provisions of the Central University of South Bihar Act, Statutes, Ordinances and other rules applicable to the University and subject to concurrence from the Govt. of India.
24. Application form and related information are available on the University website: www.cusb.ac.in.
25. Last date of Online submission of application is **03.01.2023 up to 06:00 pm**. Last date of receipt of print copy application along with all enclosures and fee receipt is **13.01.2023**. Applications received after the last date or without complete information or without requisite fee may not be entertained.
26. Candidates are requested to visit the University website www.cusb.ac.in regularly for Addendum/dedendum/Corrigendum and other information related to the advertisement, the date of examination/interview, etc.
27. The printed copy of online submitted application form, complete in all respects along with all enclosures and fee receipt must reach only by **Speed post/Registered post the In-Charge, Recruitment Cell, Central University of South Bihar, SH-7, Gaya-Panchanpur Road, Village-Karhara, Post-Fatehpur (Nepa), P.S-Tekari, Gaya- 824236 (Bihar)** on or before **13.01.2023**.

**Sd/-
Registrar**