

INSTRUCTIONS FOR FILLING UP THE FORM FOR REGULAR/DEPUTATION POSITIONS

1. The application form submitted **through online mode is acceptable only**. Applicants are required to fill the application form as available on the University website <https://www.cusb.ac.in> or <https://cusbnt.samarth.edu.in>. The details regarding qualifications, experience and indicative proformas etc. are available on the University website alongwith this advertisement. **The applicants are required to read these details carefully before filling up the application form.**
2. Please use CAPITAL LETTERS for filling the form.
3. Candidates are required to upload the Photograph, Signature etc. as per the size limit given in online application form.
4. Application Processing Fee: 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 payment of fee.
5. Age, experience and qualifications will be reckoned as on last date of submission of online application i.e. **11/08/2023**. Applicants should possess the prescribed qualifications and experience as on the closing date of application, as prescribed by the University from time to time for the respective post. Clear quality self-attested (bearing full signature) photocopies of all certificates must be uploaded. Minimum age of eligibility to apply for any post is 18 years.
6. Incomplete application shall be summarily rejected without any notice.
7. The application processing fee once paid shall not be refunded at any stage.
8. 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.
9. The in-service applicant(s) of Govt./Private Universities/Colleges/Autonomous bodies must upload NOC from their employer at the time of applying for the post(s) with a clear specification/mention that no vigilance case is pending/being contemplated against him/her.
10. 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.
11. 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.
12. Canvassing in any form on behalf of any candidate will disqualify such candidates.
13. Separate applications and attachments have to be submitted alongwith the requisite online payment receipt for each post by the applicants applying for more than one post.
14. In order to avoid last minute rush, the applicants are advised to apply early. In case of any persistent technical issue, the applicant can mail their problem at the email ID recruitment@cusb.ac.in.
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 PwBD 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. Applicant must fill up his/her category they belong to in the online application form.
18. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.