

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” or “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 or fill consequential vacancies, if any, that may arise during the selection process.
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 Hon’ble High Court 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 **16-11-2017**. 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, SH-7, Gaya-Panchanpur Road, Village-Karhara, Post-Fatehpur (Nepa), P.S-Tekari, Gaya- 824236 (Bihar)** on or before **16th November, 2017**.

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

**Sd/-
Registrar**