

INSTRUCTIONS FOR FILLING UP THE FORM FOR REGULAR/DEPUTATION POSITIONS

1. The application form must be submitted **through online mode only**. Applicants are required to fill the application form as available on the University website i.e. <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 (i.e. Rs.1000/-) for both regular/deputation posts will be received 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. **23.11.2024**. 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 is not-refundable 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 or may submit at the time of examinations / interview for the post(s) with a clear specification/mention that no vigilance case is pending 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 are 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 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 and rec.helpdesk@samarth.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. The advertised post are inclusive of **backlog vacancies**.
17. 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 the category to which they belong. They must also upload self-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.

18. Candidates applying for the post(s) reserved for OBC (specifically mentioning Creamy Layer-exclusion in the **format prescribed by Govt. of India**, issued by competent authority) / EWS, should submit self-attested copy of valid certificate **issued on or after 01.04.2024**.
19. The appointment under EWS category shall be provisional and subject to the Income and Asset Certificate being verified through proper channel and if the verification reveals that the claim to belong to EWS is fake / false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provision of the Indian Penal Code for production of fake / false certificate. The Income and Asset Certificate (**Annexure-III**) issued by any one of the authorities mentioned in the prescribed format as given in **Annexure-III** shall only be accepted as proof of candidate's claim as belonging to EWS.
20. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
21. 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. No correspondence will be made with applicants who have not been short-listed/not called for interview.
22. Call letters for attending examination / interview will be sent only to the short-listed candidates by e-mail. Applicants are advised to check the University website regularly. The University will not be responsible for invalid/wrong email address and Mobile No. etc. mentioned by the applicants in their online application form. Therefore, it is the responsibility of the applicant to mention correct contact details and to check their email, SMS regularly.
23. The relaxation in age, qualification etc. shall be applicable to the SC/ST/OBC/EWS/Persons with Benchmark Disabilities 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 Committee and Selection Committee.
24. NO INTERIM QUERIES regarding test/interview/ selection will be entertained.
25. 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.
26. The University shall verify the antecedents or documents submitted by a candidate at any 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.
27. 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 from time to time.
28. Online Application form and related information are available on the University website: www.cusb.ac.in.
29. Last date of Online submission of application is **23.11.2024 up to 06:00 pm**.
30. Candidates are requested to visit the University website www.cusb.ac.in regularly for Addendum/Addendum/Corrigendum and other information related to the advertisement, the date of examination/interview, etc.

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India.)

This is to certify that Shri / Shrimati / Kumari* _____ son / daughter of _____ of village / town /* in District / Division * _____ of the State/Union Territory* _____ belongs to the Caste / Tribes _____ which is recognized as a Scheduled Castes / Scheduled Tribes* under:-

- @ The Constitution (Scheduled Castes) order, 1950 _____
- @ The Constitution (Scheduled Tribes) order, 1950 _____
- @ The Constitution (Scheduled Castes) Union Territories order, 1951 * _____
- @ The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

[As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.]

- @ The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*
- @ The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962
- @ The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order 1964
- @ The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967
- @ The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989
- @ The Constitution (SC) orders (Amendment) Act, 1990
- @ The Constitution (ST) orders (Amendment) Ordinance 1991
- @ The Constitution (ST) orders (Second Amendment) Act, 1991
- @ The Constitution (ST) orders (Amendment) Ordinance 1996
- @ The Scheduled Caste and Scheduled Tribe Orders (Amendment) Act 2002.
- @ The Constitution (Scheduled Caste) Orders (Amendment) Act 2002.
- @ The Constitution (Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002.
- @ The Constitution (Scheduled Caste) Order (Amendment) Act 2007.

%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration to other.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Shrimati _____ Father/mother _____ of Shri/Srimati/Kumari* _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

%3. Shri/Shrimati/Kumari and /or * his/her family ordinarily reside(s) in village/town* _____ of the State/Union Territory of _____.

Signature _____

** Designation _____

With a Seal of Office
State/Union Territory

Place: _____

Date: _____

* Please delete the words which are not applicable @ Please quote specific presidential order % Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

**** List of authorities empowered to issue Caste/Tribe Certificates:**

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner / Additional Deputy Commissioner / Dy. Collector / Ist Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Assistant Commissioner / Taluka Magistrate / Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate **ONLY FROM THE REVENUE DIVISIONAL OFFICER.**

**OBC Certificate FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER
THE GOVERNMENT OF INDIA**

This is to certify that Shri / Smt. / Kum. _____ Son / Daughter of
Shri / Smt. _____ of _____ Village/Town
_____ District/Division _____ in the
_____ State belongs to the _____

Community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.
- (xvi) Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/03/2007.
- (xvii) Resolution No. 12015/2/2007-BCC dated 18/08/2010.
- (xviii) Resolution No. 12015/13/2010-BCC dated 08/12/2011.

Shri / Smt. / Kum. _____ and / or his family ordinarily
reside(s) in the _____ District / Division of _____ State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008 or the latest notification of the Government of India.

Dated: _____

District Magistrate / Deputy Commissioner / Seal:
Competent Authority

NOTE:

- (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
 - (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive

Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate. (iii) Revenue Officer not below the rank of Tehsildar' and

(vi) Sub-Divisional Officer of the area where the candidate and / or his family resides.

DECLARATION/UNDERTAKING - FOR OBC CANDIDATES ONLY

I, _____ son / daughter of Shri _____ resident of
village/town/city _____ district _____ State
_____ hereby declare that I belong to the _____ community which is recognised as a
backward class by the Government of India for the purpose of reservation in services as per orders contained in
Department of Personnel and Training Office Memorandum No.36012/22/93- Estt. (SCT), dated 8/9/1993. It is also
declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above
referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office
Memorandum No.36033/3/2004 Estt.(Res.) dated 9/3/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.)
dated 14/10/2008 or the latest notification of the Government of India.

Signature of the Candidate

Place: _____

Date: _____

ANNEXURE - III

Government of _____

(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR.....

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below ` . 8 lakh (Rupees Eight Lakh only) for the financial year _____

His/her family does not own or possess any of the following assets***:

- i) 5 acres of agricultural land and above;
- ii) Residential flat of 1000 sq. ft. and above;
- iii) Residential plot of 100 sq. yards and above in notified municipalities;
- iv) Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office _____

Name _____

Designation _____

Recent Passport size Attested photograph of the applicant

***Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

****Note 2:** The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

*****Note 3:** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

NOTE:-

The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS:-

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner,
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate,
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.