



दक्षिण बिहार केन्द्रीय विश्वविद्यालय Central University of South Bihar

SH-7, Gaya – Panchanpur Road, Village – Karhara, Post-Fatehpur
P.S. – Tekari, District – Gaya (Bihar) Pin- 824236

Annexure – I (A)

Mandatory documents and certificates required at the time of Physical Verification

- 1) Filled copy of **Enrolment Form** (listed at Annexure - III) and Printout of **course selection sheet** from SAMARTH portal <<https://cusb.samarth.edu.in>>.
- 2) Original copy of the **Hall Ticket & CUCET -2020 Application Form**.
- 3) **Identify Card Form** (Annexure - IV)
- 4) In compliance of the University notice F.No. CUSB/Acad./24-3/2013/143 dated 18.01.2021 all students are informed to submit **signed copy of Student and Parent undertaking** regarding Anti Ragging Registration (Annexure - V).
- 5) Ten copies of recent passport size color photographs.
- 6) The candidate/ students is also required to produce all originals copies of marks sheet(s) and certificates of 10th, 12th, Graduation & Post Graduation or an equivalent examination certificate, age proof / date of birth of the candidate, for physical verification. The **original Migration, Transfer, Character and Fitness certificates** of the candidate will be retained by the University.
- 7) Also one set of self-attested photocopies should be submitted at the time of verification.
- 8) The character certificate must be issued from the Head of the Institution last attended.
- 9) Fitness certificate issued by registered medical practitioner.
- 10) Transfer / Migration Certificate (in original) from the Head of the Institution / University last attended:
 - a. All those candidates who have passed their qualifying examination prior to **2020** must produce the Gap Certificate in Non Judicial Stamp Paper of Rs. 100/- only.
 - b. Candidates who have passed their qualifying examination in **2020** and are not in a position to submit the Migration Certificate at the time of physical verification should submit the same as early as possible, but their semester examination result will not be declared.
- 11) **For SC / ST Candidates:** Attested copy of SC/ ST Certificate in the prescribed format issued by an officer not below the rank of Magistrate/ Tehsildar in support of their claim for admission against the reserved quota.
- 12) **OBC candidates:** OBC Certificate issued by District Magistrate/Deputy Commissioner in the Government of India prescribed format. Also, bring along income certificate.
- 13) **EWS candidates:** The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given below, 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 of the area where the candidate and/or his family normally resides.
- 14) **For PWD Candidates:** Medical Certificate issued by the Competent Medical Authority indicating the nature and extent (including percentage) of Physical Disability in support of their claim for admission against reserved quota.
- 15) Income certificate.
- 16) BPL Certificate, if applicable.



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- 17) The admission of candidates who have passed their qualifying examination from a foreign University will be subject to their qualification being found equivalent to the qualifications prescribed by the University.
- 18) The candidates enjoying **employed status** and selected for admission to any programme of study in the University are required to produce **LEAVE SANCTION/RELIEVING ORDER AT THE TIME OF ADMISSION/ REGISTRATION** from their employer for the duration of the programme permitting them to pursue their studies at the University, failing which the offer of admission shall stand withdrawn.
