




**GENERAL INSTRUCTIONS**

- 1 The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle his/her for being called for interview.
- 2 The University reserves the right 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 may deem fit.
- 3 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.
- 4 Canvassing in any form on behalf of any candidate will disqualify such candidate.
- 5 The in-service candidates should apply through proper channel, failing which the application is liable to be rejected, however advance copy of application form may be considered subject to produce NoC / Vigilance Clearance Certificate from the Employer at the time of interview.
- 6 Experience and qualifications will be reckoned as on the last date of receipt of applications.
- 7 Applications incomplete in any respect will not be considered.
- 8 Every page of the application form and enclosures must be signed by the candidate at the bottom of the page in the space provided. Originals must not be enclosed with the application form. The candidate will have to produce the original copies of all the certificates and documents attached at the time of interview for verification.
- 9 No interim queries regarding test/interview/selection will be entertained
- 10 University reserves the right not to fill up the post advertised, if the circumstances so warranted.
- 11 New pension scheme will be applicable with subsequent amendments to fresh regular recruited person.
- 12 In case of any disputes/suites or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts in Patna, which is the Head quarter of the University.
- 13 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. The statutory provision for relaxing of age in case of the candidates belonging all reserved categories of state of Bihar will be made applicable as per GAD, Bihar norms in force at the time of interview. SC/ST candidates shall have to produce caste certificate whereas EBC/BC candidates shall have to produce non creamy layer certificates issued by C.O. in favour of their claim of reservation. EWS candidates have to produce desirable certificates (Candidates are advised to check GAD, Bihar website for update information). Submission of residential certificate for the applicants of reservation categories is mandatory.
- 15 a) **For the posts of Deputy Directors (Deputy Director Resident Instruction, Deputy Director Research & Deputy Director (Training Information) / Deputy Registrar / Deputy Comptroller: -**  
Applicants having essential and desirable qualifications, who have retired as Assistant professor / Associate Professor or equivalent retired from Govt. / PSU / Autonomous bodies up to age of 62 Yrs. may also be considered for appointment for two years initially on Contract basis may be extended based on performance. The terms and conditions of contractual appointment will be made as per provisions N.No. 3/M-63/2013 / 10000/ Patna dated 10.07.2015 issued by Gen. Admn. Deptt., Bihar Government.
- b) **For the posts of Assistant Registrar Grade-II (Academic & Examination) and Assistant Comptroller, maximum age of applicant will be as per Resolution No. 294 dated 07.01.2016 issued by GAD, Patna is as follows:**
  - i) Unreserved Category (Male)- 37 Yrs.
  - ii) Backward Class and Extremely Backward Class (Male & Female)- 40 Ys.
  - iii) Unreserved Category (Female)- 40 Yrs.
  - iv) Scheduled Castes and Scheduled Tribes (Male & Female)- 42 Yrs.
- 16 Errors and omissions are subject to corrections.

- 17 Applications received after the last date and without complete information or without requisite fee will be summarily rejected. The University will not be responsible for any postal delay.
- 18 The University shall verify the antecedents or documents submitted by a candidate at any time of selection procedure, at the time appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his services shall be terminated.
- 19 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/withdraw/cancel any communication made to the candidates.
- 20 In-Service Applicants may be given the advantage of their basic pay protection in the mentioned Level / Pay Band and Grade Pay of the post.
- 21 Persons appointed may be transferred to any equivalent post within the jurisdiction of the University.
- 22 The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
- 23 The Chairman of Selection Committee shall have the power to lay-down the procedure in respect of any matter not mentioned above
- 24 The persons serving in Central/State Govt. /Universities or Research Stations may be taken on deputation for 01 to 03 years or up to the age of superannuation.
- 25 Fees to be paid by the applicants as Demand Draft from any Nationalized Bank in favour of “ **FINANCE COMPROLLER, BIHAR ANIMAL SCIENCES UNIVERSITY, PATNA**” Payable at Patna:
- 26 Application fee for UR / EBC/ BC Candidates: - Rs.1000/- and for SC / ST Candidates: Rs. 250/-
- 27 Application fee once paid shall not be refunded under any circumstances.
- 28 **Reservation shall only be applicable to the original resident of Bihar State SC, SC(F), ST, ST (F),EBC, EBC (F), BC, BC (F), EWS, EWS (F) and WBC. Horizontal Reservations to Divyang / Grandchild of freedom fighter, shall be applicable as per Guidelines Govt. of Bihar.**
- 29 **As per Circular No. 11 /आ०नी०-1-11 /2015 सा०प्रा० 2342 dated 15.02.2016 in case of unavailability of female candidate (UR3-F, SC-F, EBC-F,BC-F, EWS-F) post may be filled with male candidate of same category in the same transaction.**
- 30 **As per (Bihar Extra ordinary Gazette, Bihar Act-2,2019 ) The Bihar Reservation in vacancies in posts and in Services and in Admission in the Educational Institutes (For Economically Weaker Sections) Act,2019 Clause-11, if candidate from EWS are not available to the extent of reservation percentage prescribed under Act the vacancies of this category shall be filled up by the candidates of Open Merit Category in the same transaction.**
- 31 Duly filled application form, along with original Demand Draft and self-attested copies of testimonials/certificates within the envelope superscripted “Application for the post of.....” addressed to **The Registrar, Bihar Animal Sciences University, PO: Bihar Veterinary College, Patna – 800014 should reach to the Office of Registrar. Last date for receipt of applications is 10.07.2020 at 4 : 30 PM**
- 32 Candidates called for interview shall do so at their own expenses. No TA/DA shall be paid.

Place: Patna  
Date: 06/.06./2020

  
Dy. Registrar,  
BASU, Patna