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|  | **fcgkj Ik'kq foKku fo'ofo|ky;** |
| **BIHAR ANIMAL SCIENCES UNIVERSITY, PATNA- 800014****(Established in 2016 under Bihar Animal Science University Act-2016)** |
|  |
| **Employment Notice No.: 02/2022** |
| **APPLICATION FORM** **FOR THE POST OF LAW OFFICER** |
|  |  |
| **NOTE:-** |  **Please read the general instructions carefully given on the website before filling the application form** |
| **Advertisement No.** | **:** | ***…………………………………………………*** | **Please Affix self-attested latest photograph** |
| **Dated**  | **:** | ***…………………………………………………*** |
| **Post Applied for** | **:** | ***…………………………………………………*** |
| **Category of post** | **:** | ***…………………………………………………*** |

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|  | **Please tick under which category of the candidate applying? Please attach a certificate in support thereof.** |
| UR  | UR(F) | SC | SC(F) | BC | BC(F) | ST | ST(F) | EBC | EBC(F) | EWS | EWS(F) | WBC | PWD |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Demand Draft Details** |
| **Bank Draft No.** |  | **Dated** |  |
| **Amount (Rs.)** |  | **Name and Branch of the issuing Bank** |  |

 **This application contains \_\_\_\_\_\_\_\_\_ pages (Total number of pages).**

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| **Personal Information:-** |
| **1.** | **Full name of the post applied for** |  |
| **2.** | **Name in full (*In Block Letters*)** | Dr./Mr./Mrs./Ms. |
| **3.** | **Father’s Name** |  |
| **4.** | **Mother’s Name** |  |

|  |  |  |
| --- | --- | --- |
| **5.** | **i) Marital Status** | **Yes / No** |
| **ii) If Yes, mention Spouse Name**  |  |
| **6.** | **Gender (*Male/Female*)** |  |
| **7.** | **Date of Birth** |  |
| **8.** | **Age (*As on closing date*)** | **Years Months** |
| **9.** | **Place of Birth** |  |
| **10.** | **Nationality** |  |
| **11.** | **Mother Tongue** |  |
| **12.** | **Telephone No. (*With STD Code*)/****Mobile No.** |  |
| **13.** | **E-mail Address** |  |
| **Repeat E-mail Address** |  |
| **14.** | **Aadhaar Number**  |  |
| **15.** | **Present Mailing Address with Pin Code** |  |
| **16.** | **Permanent Home Address with Pin Code** |  |
| **17.** | **State of permanent domicile** |  |
| **18.** | **If you are employed, mention your present designation** |  |
| **19.** | **Name and Designation of your present employer****(*office, institution*)****Permanent/ Contract/ temporary** |  |
| **20.** | I. | i) | **Scale of pay + grade pay** |  |
| ii) | **Level in 7th CPC** |  |
| II. | **Present basic pay** |  |
| III. | **Other admissible allowances** |  |
| **21.** | **If selected, please state the joining time required** |  |
| **22.** | **Justification for seeking extension in joining period** |  |
| **23.** | **If selected, are you prepared to accept the minimum initial basic pay offered. If not, state the lowest initial acceptable basic pay.** |  |

**24. Academic Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Examination** | **Matriculation** | **Senior Secondary (10+2) / Intermediate** | **Graduation** | **Post-Graduation** | **Doctorate****(Ph. D.)** |
| **Name of Board / University** |  |  |  |  |  |
| **Year of passing** |  |  |  |  |  |
| **Maximum Marks** |  |  |  |  |  |
| **Marks Obtained** |  |  |  |  |  |
| **Percentage of Marks** |  |  |  |  |  |
| **OGPA/CGPA** |  |  |  |  |  |
| **Division** |  |  |  |  |  |
| **Subjects** |  |  |  |  |  |
| **Position, Distinction, Prizes, Scholarship etc.** |  |  |  |  |  |

 (*Attach self-certified copies of the Detailed Marks Sheets or Transcripts / degrees certificates of all the examinations passed*)

**25. Employment Record**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Designation of the posts held** | **Period (month and year both should be given)** | **Duration** | **Pay drawn****(***Basic Pay + Grade Pay + allowances except HRA and CCA***)** | **Full address of the office/firm or institution** | **Reason for leaving the post** |
| **From** | **To** | **Years** | **Months** | **Days** |
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| **26.**  | **Have you ever been prosecuted, kept under detention or bound down/fined, convicted by a Court of Law for any offence or debarred/disqualified by any University, Public Service Commission from appearing at its examinations/selection? Is any case pending against you in any court of law at the time of filling up of this application form?** |
|  | ***If the answer is ‘Yes’, full particulars of the case, detention, fine, conviction, sentence etc. should be given.*** |
|  |  |
| **27.** | **References (Please specify the names of two referees who should be responsible persons and well acquainted with you during the last five years. If employed, one of the referees should be your recent employer).** |
| **a)** | Name: …………………………………………………..………………….…………… |
| Designation: …………………………………………………………..………………….…… |
| Address: …………………………………………………………..………………….…… |
| (With Pin code) …………………………………………………………..………………….…… |
| E Mail: …………………………………………………………..………………….…… |
| Phone: …………………………………………………………..………………….…… |
|  |  |
| **b)** | Name: …………………………………………………..………………….…………… |
| Designation: …………………………………………………………..………………….…… |
| Address: …………………………………………………………..………………….…… |
| (With Pin code) …………………………………………………………..………………….…… |
| E Mail: …………………………………………………………..………………….…… |
| Phone: …………………………………………………………..………………….…… |
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| **28.**  | **Any other details not mentioned above, which you think, will strengthen your claim for this appointment, you may explain here.**  |
| **(*Attach separate sheet, if necessary*)** |
|  |  |  |

**29. List of self-attested copies of certificates and testimonials attached**

**(i) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ii) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(iii) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (iv) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(v) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (vi) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(vii) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (viii)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IDENTITY CERTIFICATE**

**Certificate to be signed by any of the following:**

1. ***Gazetted Officer of Central or State Government;***
2. ***Member of Parliament or State Legislature;***
3. ***Sub-Divisional Magistrate/Officer;***
4. ***Tehsildar or Naib /Deputy Tehsildars authorized to exercise magisterial powers;***
5. ***Principals and Headmasters of all recognized institutions;***
6. ***Head of University/ Departments; and***
7. ***Block Development Officer.***

**Certified that I know Dr./Shri/Smt./Kumari \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ son/daughter of Shri \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the last \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ years \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ months, and that to the best of my knowledge and belief, the particulars furnished by him/her are correct.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Name in block letters)**

**Place: \_\_\_\_\_\_\_\_\_\_\_ Designation and address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DECLARATION**

***I certify that the above information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any time, it is found that any information is false / concealed / distorted then, my appointment shall be liable to summarily termination without any notice / compensation and criminal case may be initiated against me under the relevant provision of Indian Panel Code and other laws as applicable.***

***Further, I have gone through the general instructions and conditions mentioned in the advertisement and website of the university before filling the application.***

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**(Thumb impression of the candidate)**

**(Left hand for male and right hand for female)**

**Place: Signature of Candidate**

**Dated:**

**VERIFICATION OF THE ANTECEDENTS OF CANDIDATE BY THE EMPLOYER**

 **(*The information is to be furnished by the Employer in respect of the in-service candidate for the last 10 years and in case the service period is less than 10 years then from the date of joining*)**

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| --- | --- | --- | --- | --- | --- |
| **Year** | **Overall performance** | **Report about integrity** | **Report about work and conduct** | **Punishment awarded, if any** | **Whether any disciplinary / legal / Vigilance proceedings are pending against the official.** |
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**Does he/she fulfil the prescribed qualifications/experience required for the post?**

**Prescribed qualifications (Yes/No)**

**Prescribed experience (Yes/No)**

**It is certified that the information furnished by …………………………………. has been verified from his / her service record and found correct. Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution/Organization has no objection to the candidature of the applicant being considered for the post applied for.**

**Head of the Institution/Organization with Seal**

**(Name in block letters) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place: \_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_**

 **BRIEF INFORMATION**

|  |
| --- |
| **Employment Notice-02/2022** |
| **Name of the post applied for……………………………………….** |
| **Name** |  |
| **Father’s Name**  |  |
| **Date of Birth** |  |
| **Age on ……./……./2022** |  |
| **Category** |  |
| **Educational Qualification**  | **Name of the degree** | **OGPA / Percentage Obtained** | **Year of passing** |
| High School - |   |  |
| Plus Two - |  |  |
| Graduation - |  |  |
| Post- Graduation |  |  |
| **Employment Record** |
| **Sr.No.** | **Post and Department** | **Grade** | **Period** | **Total Yrs.** |
| **From** | **To** |
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| **(CANDIDATES ARE REQUESTED TO SEND FILLED APPLICATION FORM, ALL RELEVANT DOCUMENTS, SELF CERTIFICATION FORM / UNDERTAKING IN SINGLE PDF FILE ONLY)** |