



बिहार पशु विज्ञान विश्वविद्यालय, पटना
BIHAR ANIMAL SCIENCES UNIVERSITY, PATNA- 800014
(Established in 2016 under Bihar Animal Science University Act-2016)

APPLICATION FORM

(For the post of Comptroller)

EMPLOYMENT NOTICE - 09/2023

PLEASE INSERT INFORMATION IN BOLD LETTERS

Post Applied for :
Adv. No. :
Category :

Please Affix
self-attested
latest
photograph

Demand Draft Details

Bank Draft No.		Dated	
Amount (Rs.)		Name and Branch of the issuing Bank	

This application contains _____ pages (Total number of pages).

1.	Name in full (<i>In Block Letters</i>)	Dr./Mr./Mrs./Ms.
2.	Father's Name	
3.	Mother's Name	
4.	i) Marital Status	Yes / No
	ii) If Yes mention Spouse Name	
5.	Gender (<i>Male/Female</i>)	
6.	Date of Birth	
7.	Age (<i>As on closing date</i>)	Years Months

8.	Nationality	
9.	Mother Tongue	
10.	Mobile No.	
11.	E-mail Address	
12.	Aadhaar Number	
13.	Present Mailing Address with PIN Code	
14.	Permanent Home Address with PIN Code	
15.	State of permanent domicile	
16.	If you are employed, mention your present designation	
17.	Name and Designation of your present employer <i>(Person, office, institution)</i>	
18.	Have you obtained the permission of your present employer for submitting this application (if not, you should have to bring a 'No Objection Certificate' from your employer at the time of the interview)	
19.	Have you obtained the permission of your present employer to serve the University on deputation preferably for five years, compulsory for three years? (If yes, submit the desired document)	

20.	Present Pay (as applicable)		
	I.	i)	The scale of pay + grade pay (as per 6 th CPC)
		ii)	Level in 7 th CPC
	II.	Present basic pay	
	III.	NPA, if applicable	
	IV.	Allowances excluding house rent and CCA	
	V.	Date of next increment	
21.	If selected, please state the joining time required		
22.	Are you willing to accept the initial salary of the grade? (If no, state what is the minimum salary acceptable with justification thereof).		

23. Academic Qualifications

Examination	Matriculation	Senior Secondary (10+2)	Graduation	Post-Graduation	Doctorate	Any other Qualification	Pg. No. of enclosure
Name of School / College							
Year of passing							
Name of Board / University							
Maximum Marks							
Marks Obtained							
Percentage of Marks							
OGPA/CGPA							
Division							
Subjects							
Position, Distinction, Prizes, Scholarship etc.							

(Attach self-attested copies of the Detailed Marks Sheets/Cards or Transcripts of all the examinations passed)

24. Employment Record

Designation of 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			

25. Awards/Honors /Recognitions

(List awards including, National awards instituted by Government of India / ICAR / University/, / State Agency / Professional Society/ University medals (Gold Medal/first position)/ fellowships of National academies,

Sr. No.	Name of Award/Honour	Conferred by (Name of Organization)	Year of Award

26. Institution Building (Major Contribution).

- 1.
- 2.
- 3.

27. Experience in Software handling related to Finance / Account System.

- 1.
- 2.
- 3.

28. Experience in Government of India Services (Preferably from Indian Audit & Account Services).

- 1.
- 2.
- 3.

29. Have you ever been punished / penalized during your service tenure? If so, please specify

30. Have you ever been prosecuted, kept under detention or bound down/fined, convicted by a Court of Law of 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

31. References (Please specify the names of two referees who should be responsible persons and well acquainted with you for the last five years. One of the referees should be the present or most recent employer).

(a) Name:

Designation:

Address:

(With Pin code)

.....

E Mail:

Phone:

(b) Name:

Designation:

Address:

(With Pin code)

.....

E Mail:

32. Any other details not mentioned above, which you think, will strengthen your claim for this appointment.
(Attach separate sheet, if necessary)

33. List of copy of certificates and testimonials attached:-

Sl. No.	Particulars	Page Number

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. I agree with all terms and conditions.

Place:

Signature of Candidate

Dated:

INFORMATION TO BE FURNISHED BY EMPLOYER / HEAD OF INSTITUTION

(The information 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)

Year	Overall performance as per APAR or CR	Report about integrity	Report about work and conduct	Punishment awarded, if any	Whether any disciplinary / legal / Vigilance proceedings are pending against the official.

Does he/she fulfil the prescribed qualifications/experience required for the post?

- i. Prescribed qualifications (Yes/No)**
- ii. Prescribed experience (Yes/No)**

It is also certified that the information furnished by the official in his application form is correct as per his service record. 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 – 05/2023

Post applied for

Name					
Father's Name					
Date of Birth					
Age at the time of filling the application form					
Category					
Applied through proper channel (Yes/No)					
Educational Qualification	Name of the degree	OGPA / Percentage Obtained	Year of passing		
	Graduation				
	Post- Graduation				
	Ph.D.				
	Any Other				
Employment Record					
Sr. No.	Post and Department	Grade	Period		Total Yrs.
			From	To	

Institution Building (Major Contribution).

- 1.
- 2.
- 3.

Experience in Software handling related to Finance / Account System.

- 1.
- 2.

Experience in Government of India Services (Preferably from Indian Audit & Account Services)

- 1.
- 2.

Any other (Award / Conference attended etc.)

Indicate the time required to join, if selected