



बिहार पशु विज्ञान विश्वविद्यालय, पटना
 पो०-बिहार पशु चिकित्सा महाविद्यालय, पटना-800014
BIHAR ANIMAL SCIENCES UNIVERSITY
 P.O.-BIHAR VETERINARY COLLEGE, PATNA - 800014

1137

Employment Notice No.: .02/2025

APPLICATION FORM
FOR THE POST OF COMPTROLLER

NOTE:- Please read the general instructions carefully given on the website before filling the application form

Advertisement No. :
 Dated :
 Post Applied for :
 Category of post :

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).

Personal Information:-	
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

Handwritten signatures and initials at the bottom of the page.

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 details	Designation	Date of Joining	Date of Retirement
17.	Name and Designation of your present employer (Person, office, institution)			
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.	I.	i)	Scale of pay + grade pay	
		ii)	Level in 7 th CPC	
	II.	Present basic pay		
	III.	Other admissible allowances		
21.	If selected, please state the joining time required			

Auto R/S

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 (attach supporting document)

Examination	Matriculation	Senior Secondary (10+2) / Intermediate	Graduation	Post-Graduation	Doctorate (Ph. D.)	Attached on Pg. No.
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, Name of the Employer	Period (month and year both should be given)		Duration			Pay drawn (Basic Pay + Grade Pay + allowances except HRA and CCA)	Brief Information of work done related to Budget, Operations, Purchases, Tenders, Financial Management softwares*	Reason for leaving the post	Attached on Pg. No.
	From	To	Years	Months	Days				

*use separate sheet and please also attach supporting documents

[Handwritten signature]

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:

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) _____

Handwritten signature

IDENTITY CERTIFICATE

Certificate to be signed by any of the following:

- i. *Gazetted Officer of Central or State Government;*
- ii. *Member of Parliament or State Legislature;*
- iii. *Sub-Divisional Magistrate/Officer;*
- iv. *Tehsildar or Naib /Deputy Tehsildars authorized to exercise magisterial powers;*
- v. *Principals and Headmasters of all recognized institutions;*
- vi. *Head of University/ Departments; and*
- vii. *Block Development Officer.*

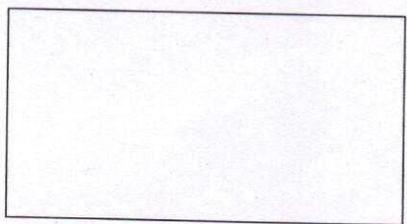
Certified that I know Dr./Shri/Smt./Kumari _____
 son/daughter of Shri _____ for the last
 _____ years _____ months, and that to the best of my knowledge and
 belief, the particulars furnished by him/her are correct.

 (Name in block letters) Signature _____
 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.



(Thumb impression of the candidate)
 (Left hand for male and right hand for female)

Place:

Signature of Candidate

Dated:

Sanit

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)

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.

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: _____

Signature

BRIEF INFORMATION

EMPLOYMENT NOTICE –/2025

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
	High School -		
	10 + 2 -		
	Graduation -		
	Post- Graduation		
Ph.D.			

Employment Record

Sr. No.	Post and Department	Pay Scale and Grade Pay/ Pay Level	Period		Total Yrs.
			From	To	

1. Teaching : Exp..... Yrs.
2. Research : Exp..... Yrs.
3. Extension : Exp..... Yrs.
4. Educational Administration : Exp..... Yrs.
5. Experience in Operation in financial system, Plan and budget, Audits and accounts, tender and purchase and related works. : Exp..... Yrs.
6. Any other : Exp..... Yrs.

Books Published (Nos.):

Research Paper Published (Nos.):

Popular Articles Published (Nos.):

Seminar / Conference Attended (Nos.):.....

Award (Names only):

Indicate the time required to join, if selected

Signature