

ANNEXURE-II

Bihar State University Service Commission, Patna

GUIDELINES FOR FILLING ONLINE APPLICATION FOR THE POST OF ASSISTANT PROFESSOR ON CONTRACT

Online Application — Instructions for Candidates

SECTION 1: CASTE / RESERVATION / DOMICILE DETAILS

1.1 Who is Eligible for Reservation Benefits?

Reservation benefits are available ONLY to candidates who are native residents (domicile) of Bihar. Candidates from other states will be treated as Unreserved / General category, regardless of their caste or reservation status in their home state.

1.2 Category-wise Reservation Details

Please refer to the detailed notification for complete information regarding reservation eligibility, required certificates, and applicable conditions. The category-wise reservation breakup and total number of reserved vacancies under each category are also available in the notification.

1.3 Key Rules & Clarifications

- 1) If a candidate does not claim reservation in the relevant column of the online application form, they shall not be entitled to reservation benefits at any stage of the recruitment process. Reservation benefits shall be granted only in accordance with the reservation rules currently in force of the State Government and on the basis of a valid certificate issued by the Circle Office of the State Government.
- 2) The benefit of reservation shall be admissible only to candidates who are native domiciles of Bihar.
- 3) Candidates who are residents of states other than Bihar shall not be eligible for reservation benefits. For the purpose of reservation, only the permanent address provided in the application shall be considered as the candidate's permanent residence. Candidates claiming such reservation benefits must submit a valid Permanent Residential (Domicile) Certificate issued by a Circle Office.
- 4) Candidates belonging to the Scheduled Castes (SC) and Scheduled Tribes (ST) categories must submit the following certificates:
 - a) **Caste Certificate**
 - b) **Permanent Residence / Domicile Certificate** (Proof of Permanent Residency)
- 5) Candidates belonging to the **Backward Class (BC)** and **Extremely Backward Class (EBC)** categories must submit a **Non-Creamy Layer Certificate**. In the case of BC and EBC candidates, a **Non-Creamy Layer Certificate** issued by the **Circle Officer** notified by the

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State Government for the candidate's permanent place of residence shall be valid. Additionally, a **Permanent Residence (Domicile) Certificate** issued by the **Circle Officer** notified by the State Government for the candidate's permanent place of residence shall also be mandatory and valid.

- 6) For married women claiming reservation benefits, the **Caste Certificate** and/or **Non-Creamy Layer Certificate** must be issued in the name and address of their **father**, and not in the name of their husband.
- 7) In accordance with Notification No. 2622 dated 26.02.2019 issued by the General Administration Department, Bihar, **10% reservation shall be admissible to candidates belonging to the Economically Weaker Sections (EWS)**, subject to the availability of vacancies and as per the prescribed rules. The **Income and Asset Certificate** to be submitted by an EWS candidate must be issued by the **competent authority** in the format prescribed under **Schedule-I (Form-I)** annexed to the aforesaid notification.
- 8) Candidates belonging to reserved categories should indicate their reservation category in the relevant column of the online application form only after fully satisfying themselves regarding their eligibility under the respective caste/category. At the time of submitting the online application, they must possess a valid certificate issued by the competent authority corresponding to the claimed reservation category.
- 9) Any claim for reservation shall not be considered valid if there is any error, discrepancy, or deficiency in this regard.
- 10) In accordance with the UGC Regulations and Right of Persons with Disability Act, 2016, **4% horizontal reservation** shall be provided to **Persons with Benchmark Disabilities**, subject to the availability of vacancies and in accordance with the prescribed rules. Candidates claiming such reservation must submit a **Disability Certificate** issued by, or duly verified/countersigned by, any Government Medical College and Hospital. Such certificates shall be accepted provisionally, if a candidate submits a Disability Certificate issued by the **Civil Surgeon/Chief Medical Officer (CMO)**, the candidature shall remain provisional. The disability certificate must be verified and authenticated by a Government Medical College and Hospital. If the disability certificate is found to be unverified, invalid, or incorrect, the candidature shall be cancelled and appropriate action shall be taken.
- 11) In accordance with Resolution No. 12575 dated 09.07.2025 issued by the General Administration Department, Bihar, 35% horizontal reservation against the vacancies advertised herein shall be admissible only to women who are domiciles of Bihar State, including women belonging to both reserved and unreserved categories. **For this purpose the Domicile Certificate must be issued in the name and address of their father, and not in the name of their husband.**
- 12) In accordance with Letter No. 2526 dated 18.02.2016 issued by the General Administration Department, Bihar, 2% horizontal reservation shall be admissible, subject to the availability of vacancies and as per the prescribed rules, to the grandsons, granddaughters, maternal grandsons, and maternal granddaughters of freedom fighters of the State who are receiving a pension sanctioned by the Central Government. Candidates claiming such reservation must, at the time of application, possess a certificate in the prescribed format annexed to Letter No. 11687 dated 30.08.2016 of the General Administration Department, Bihar. The certificate must be issued under the signature of the District Magistrate of the candidate's home district or an officer authorized by the District Magistrate, certifying that the candidate is a grandchild (grandson/granddaughter or maternal grandson/maternal granddaughter) of a former freedom fighter. A Freedom Fighter Heir Identity Card shall not be accepted as a valid certificate for this purpose.








- 13) In accordance with Notification No. 2622 dated 26.02.2019 and Letter No. 12123 dated 23.06.2023 issued by the General Administration Department, Bihar, the **Income and Asset Certificate** submitted by a candidate claiming reservation under the **Economically Weaker Section (EWS)** category must be issued by the **competent authority** in the format prescribed under **Schedule-I (Form-I)** annexed to the said notification. Otherwise, the candidate shall not be entitled to the reservation benefits available to the EWS category. This reservation shall be **in addition to** the reservations prescribed for other reserved categories under the applicable rules of the State. However, **candidates who are not domiciles of Bihar shall not be eligible to claim reservation benefits under this provision. For a married woman, the Income and Asset Certificate shall be issued from the permanent residence (Circle/Revenue jurisdiction) of her husband, provided she resides with him. However, she must also submit a residential certificate issued on the basis of her father's permanent residence, establishing that she is a domicile of Bihar.** The **Income and Asset Certificate** shall remain valid for **one year from the date of its issuance.**
- 14) Failure to produce the original copies of all the above-mentioned reservation-related certificates before the Commission at the time of verification shall render the candidate ineligible for reservation benefits.
- 15) Caste certificates must be issued by a competent authority (not below the rank of Sub-Divisional Officer/Circle Officer).
- 16) All reservation certificates must be valid and should have been issued on or before the last date of application.

⊖ MANDATORY REQUIREMENT: Candidates who fail to upload valid reservation/domicile certificates will be treated as General/Unreserved category. No reservation benefit will be granted at a later stage.

⚠ IMPORTANT NOTE: Domicile Certificate (Sthayi Niwas Praman-Patra) issued by a competent authority of Bihar is mandatory for claiming any reservation benefit. Without a valid Bihar domicile certificate, reservation claims will NOT be accepted.

SECTION 2: CLASS 10TH AND 12TH MARKS — PERCENTAGE ENTRY

Filling percentage marks for Class 10th (Matriculation) and Class 12th (Intermediate) is MANDATORY for all candidates.

2.1 If Your Board Provides Marks in Numbers

- 17) Enter the percentage exactly as based on the marks obtained in your marksheet / certificate upto 2 decimal points

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2.2 If Your Board Provides Grade / CGPA / CPI (instead of Numbers)

- 18) You MUST convert your Grade / CGPA / CPI into a percentage using ONLY the official conversion formula/table approved and published by your Board.
- 19) Do NOT use any unofficial conversion calculator or personal estimate.
- 20) Keep the official conversion formula document (approved by the board/college/university) ready for submission during Document Verification.

⊖ **MANDATORY REQUIREMENT:** During Document Verification, you must present:
 (a) Original Marksheet/Certificate, AND (b) Official conversion formula/table issued by your Board/college/University. Failure to produce the official conversion document may result in rejection of your candidature.

SECTION 3: BACHELOR'S AND MASTER'S / POST GRADUATE DEGREE

Every candidate MUST fill in their educational qualification details as described below:

3.1 Bachelor's Degree (Graduation)

- 21) Candidates are required to fill and upload only one Bachelor's degree.

3.2 Master's / Post Graduate Degree

- 22) Candidates are required to fill and upload only one Master's degree.
- 23) For Candidates applying under Unreserved and EWS category, the minimum percentage required in Master's Degree is 55% and for reserved categories, the minimum percentage required in Master's Degree is 50%.

⚠ **IMPORTANT NOTE:** Minimum Requirement: 1 Bachelor's Degree + 1 Master's/PG Degree. Only the relevant and higher qualifications should be entered.

SECTION 4: CA / CMA FIELD IN EDUCATION SECTION

The CA / CMA field in the Education Section is a NON-MANDATORY field.

- 24) This field is ONLY for candidates who have qualified as a Chartered Accountant (CA) from the Institute of Chartered Accountants of India (ICAI).
- 25) OR for candidates who have qualified as a Cost and Management Accountant (CMA) from the Institute of Cost Accountants of India (ICMAI).
- 26) All other candidates must leave this field blank. Do NOT fill any other professional qualification in this field.

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⚠ IMPORTANT NOTE: If you are not a qualified CA or CMA, you do not need to fill anything in the CA/CMA field. Filling incorrect details in this field may lead to rejection of your application.

SECTION 5: UGC-CSIR NET / SET / GATE / Ph.D. QUALIFICATION

In the Questionnaire section, the question: 'Whether Qualified UGC-CSIR NET/SET/GATE?' must be answered correctly. The following options are available:

Select the applicable option from the list below:

- 27) Ph.D. from Foreign University: Select this option if you have completed your Ph.D. from a recognized Foreign University.
- 28) NET (Assistant Professor) Qualified: Select this option if you have qualified UGC-NET or CSIR-NET for the post of Assistant Professor (without JRF).
- 29) NET with JRF Qualified: Select this option if you have qualified UGC-NET or CSIR-NET with Junior Research Fellowship (JRF).
- 30) None (NET Exempted — Ph.D. from Indian University): Select this option if you hold a Ph.D. from an Indian University AND are officially exempted from NET as per UGC regulations.

⊖ MANDATORY REQUIREMENT: If you select 'None' (NET Exempted): You MUST upload a valid NET Exemption Certificate (Five point Certificate) in the Upload Section. This certificate must be obtained from the concerned University from which you completed your Ph.D. Applications without the exemption certificate shall not be accepted.

SECTION 6: ADDITIONAL FIELD — UNIVERSITY PREFERENCE

In the Additional Field section, all candidates must select their preferred universities in order of preference.

Rules for Filling University Preferences:

- 31) You must select exactly 10 universities in order of your preference (Preference 1 being your top choice).
- 32) All 10 university selections MUST be unique — the same university cannot be selected more than once.
- 33) Please select carefully, as your preference order will be considered during the allocation process.
- 34) No changes to university preferences will be allowed after final submission of the application form.

⊖ MANDATORY REQUIREMENT: Duplicate university entries are NOT permitted. All 10 preferences must be different universities.

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SECTION 7: DOCUMENTS REQUIRED WHILE FILLING THE FORM

All candidates are advised to keep the following documents ready, scanned in the prescribed format and size, before starting the online application. The table below lists every document along with its status — Mandatory, Conditional/Non-Mandatory, or Optional — and who it applies to.

- Mandatory – required from every candidate
- Conditional / Non-Mandatory – required only if applicable to you
- Optional – upload only if you wish to

7.1 Complete Document Checklist

#	Document Name	Status	Applicable To	Format / Size
1	Candidate Photograph (Passport Size)	Mandatory	All Candidates	JPG / JPEG / PNG 20 KB – 100 KB
2	Candidate Signature	Mandatory	All Candidates	JPG / JPEG / PNG 20 KB – 100 KB
3	Proof of Date of Birth – Class X / XII Certificate (indicating DOB)	Mandatory	All Candidates	PDF / JPG / JPEG / PNG 20 KB – 500 KB
4	Notarised Affidavit affirming correctness of information and documents furnished	Mandatory	All Candidates	JPG / JPEG / PNG / PDF 100 KB – 500 KB
5	Class X Marksheet	Mandatory	All Candidates	JPG / JPEG / PNG / PDF 20 KB – 500 KB
6	Class XII Marksheet	Mandatory	All Candidates	JPG / JPEG / PNG / PDF 20 KB – 500 KB

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#	Document Name	Status	Applicable To	Format / Size
7	Certificate for Class X	Mandatory	All Candidates	JPG / JPEG / PNG / PDF 100 KB – 500 KB
8	Certificate for Class XII	Mandatory	All Candidates	JPG / JPEG / PNG / PDF 100 KB – 500 KB
9	Bachelor's Marksheet	Mandatory	All Candidates	JPG / JPEG / PNG / PDF 100 KB – 500 KB
10	Bachelor's Degree	Mandatory	All Candidates	JPG / JPEG / PNG / PDF 100 KB – 500 KB
11	Master's Marksheet	Mandatory	All Candidates	JPG / JPEG / PNG / PDF 100 KB – 500 KB
12	Master's Degree	Mandatory	All Candidates	JPG / JPEG / PNG / PDF 100 KB – 500 KB
13	Ph.D. Degree / Provisional Certificate as per UGC Regulations 2009/2016, OR Pre-Ph.D. Course Work Marksheet	Non-Mandatory	Only Ph.D. holders	JPG / JPEG / PNG / PDF 100 KB – 500 KB
14	Upload for NET with JRF	Non-Mandatory	Only NET-JRF qualified candidates	JPG / JPEG / PNG / PDF 100 KB – 500 KB
15	Domicile / Residence Certificate	Mandatory only for Bihar Domicile claimants	Only candidates claiming Bihar domicile / reservation	JPG / JPEG / PNG / PDF 100 KB – 500 KB
16	Freedom Fighter Grandson/Granddaughter Certificate (issued under seal & signature of District Magistrate of home district)	Non-Mandatory	Only freedom fighter dependents claiming the benefit	JPG / JPEG / PNG / PDF 100 KB – 500 KB

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#	Document Name	Status	Applicable To	Format / Size
17	Category Certificate (OBC-NCL / SC / ST / EWS, as applicable)	See schedule related to reservation in notification	Reserved category candidates only	JPG / JPEG / PNG / PDF 20 KB – 500 KB
18	NET(Assistant Professor)	Non-Mandatory	Only NET(Assistant Professor) qualified students	JPG / JPEG / PNG / PDF 100 KB – 500 KB
19	NET Exemption Certificate	Mandatory only if 'None (NET Exempted)' is selected	Only Ph.D. holders exempted from NET	JPG / JPEG / PNG / PDF 100 KB – 500 KB
20	PwD (Persons with Disability) Certificate	Mandatory only for PwD claimants	Only candidates of Bihar claiming PwD reservation/benefit	JPG / JPEG / PNG / PDF 20 KB – 500 KB
21	Upload Ph.D. 05 (five) Points Certificate.	Non-Mandatory	Only Ph.D. holders Registered before implementation of UGC Regulation, 2009 in concerned university.	JPG / JPEG / PNG / PDF 100 KB – 500 KB

7.2 General Instructions for Document Upload

- Ensure every document is clear, legible, and not password-protected.
- File size and format must strictly match the limits specified in the table above; uploads outside these limits will be rejected by the system.
- Do not upload photographs of documents taken at an angle, with glare, or with shadows — use a proper scan wherever possible.
- Keep original documents ready for physical verification, even after successful online upload.

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