

# BIHAR STATE UNIVERSITY SERVICE COMMISSION, PATNA

8<sup>th</sup> Floor, Bihar State Examination Board, Academic Building, Budha Marg, Patna-01

## RECRUITMENT NOTIFICATION CONTRACTUAL FACULTY

**Notification No.:** BSUSC/CAP-01 to 06 /2026

**Date:** 03/07/2026

In the reference of the Statute and in lieu of urgency of recruitment and in the context of order of Higher Education Department for recruitment, online applications through the HED's Samarth Portal (URL- (<https://hedbiharrec.samarth.edu.in>)) are invited from eligible candidates for appointment as Contractual Faculty in various subjects in universities of Bihar including 211 newly constituted Rajkiya Degree Colleges of Bihar.

**Important:** Candidates are advised to note the schedule carefully.

### 1. RECRUITMENT SCHEDULE

Particulars	Date
Opening of Online Application Portal	03.07.2026
Last Date for Submission of Online Application	15.07.2026
Screening of Applications and Intimation of Interview*	17.07.2026 – 18.07.2026
Tentative Dates for Interview	20.07.2026 – 27.07.2026
Tentative Publication of the Merit List	29.07.2026
Tentative Preference of Colleges	30.07.2026
Tentative Final Allotment	01.08.2026
Last Date for Joining	07.08.2026

\* Admit Card for the interview will be available on SAMARTH portal. Candidates are advised to regularly check the portal using their login credentials.

### 2. SUBJECT-WISE VACANT POSTS

The detailed Subject-wise, Category-wise and University-wise vacancies are annexed herewith as Annexure -I.

### 3. ELIGIBILITY

**3.1 Age Limit:** The minimum age for Appointment to the post of Assistant Professor shall be 21 years and the maximum age shall not be more than 43 years as on 01.08.2026. Age relaxation to the candidates belonging to reserved categories will be provided in accordance with the guidelines issued by the Government of Bihar.

### **3.2 ESSENTIAL QUALIFICATIONS:**

A candidate should have throughout good academic background with minimum 55% marks at the Masters' degree or equivalent (or equivalent grade).

3.2.1. Relaxation of 5% marks for SC/ST/BC (Non-Creamy Layer)/EBC (Non-Creamy Layer) Candidate of the State.

3.2.2. Physically challenged persons of Bihar will be given relaxation of 5% marks at Masters' degree. But both relaxation benefits shall not be admissible to any such candidate.

In addition, the candidate must have either:

- Qualified the National Eligibility Test (NET) for Assistant Professor conducted by the UGC/CSIR or any other test accredited by the UGC; or
- Been awarded a Ph.D. Degree in accordance with the provisions of the UGC (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 or 2016, and shall be entitled to exemption from NET in terms of the UGC Regulations and amendments issued from time to time.
- Further Provided that the candidates registered for the Ph.D. programme prior to implementation of UGC Regulation 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/State Level Eligibility Test (SLET/SET) conducted by the Bihar government or on its behalf for this purpose subject to fulfilment of the following condition:
  - a. The Ph.D. degree of the candidate has been awarded in a regular mode;
  - b. The Ph.D. thesis has been evaluated by at least two external examiners;
  - c. An open Ph.D. viva voce of the candidate has been conducted;
  - d. The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
  - e. The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs/Concerned Faculty) of the University concerned.

**Note :** NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

**OR**

The Ph.D. degree has been obtained from a foreign University/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following:(i) Quacquarelli Symonds (QS) (ii) the Time Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

**4. Fee:- There is no fee for online application.**

**5. Reservation:**

- The Reservation policy of the State Government, as applicable on the date of Advertisement, shall be strictly followed. The Reservation shall be followed category-wise and subject-wise and University-wise.
- If candidates belonging to a reserved category secures marks that qualify them for the selection under the general merit list, they shall be considered for selection under the general category and university shall be allocated to them accordingly.

## 6. SELECTION PROCESS AND MARKING SCHEME

6.1. Selection shall be based on a total of 100 marks comprising Academic Qualifications (88 marks) and Interview-cum-demonstration (12 marks), as detailed below:

Component	Score	Maximum Combined Permissible Score
Research		22
Ph.D.	11	(Subject to the following combinations ; Ph.D. + JRF = 22, Ph.D. + NET = 19, Ph.D. +NET+JRF=22)
JRF	11	
NET	8	
Post Graduation		26
80 % and Above	26	
70% and < 80%	23	
60% and < 70%	20	
55 % and < 60%	17	
50 % and < 60% (Applicable <b>Only for Candidates belonging to the SC &amp; the ST Category</b> )	17	
Graduation		17
80 % and Above	17	
70% and < 80%	15	
60% and < 70%	13	
55 % and < 60%	11	
45 % and < 55%	09	
Less than 45%	00	
Intermediate (10+2)	13	The Score on account of Marks obtained by the candidate in Intermediate Examination shall be calculated based on the <b>Formula</b> <b>(13/100)* Percentage of Marks obtained</b>
Matric (10 <sup>th</sup> )	10	The Score on account of Marks obtained by the candidate in Matric Examination shall be calculated based on the <b>Formula</b> <b>(10/100)* Percentage of Marks obtained</b>

- If Board/ University provides Grade/CGPA/CPI instead of Numbers then percentage using only the official conversion formula/table approved and published by the concerned board/university.
- Candidates must enter the percentage of marks for all academic qualifications from Matriculations to Post Graduate. If any qualifications was awarded in Grade/CGPA/CPI, they must convert the CGPA to percentage using the official conversion formula prescribed by respective board or university. Failure to do so may result in cancellation of your candidature.

For example:

- If your university says Percentage = CGPA \* 10, use that formula.
- If your university has a different conversion rule, use the one specified by your university.
- If your marks are already in Percentage, enter them directly.
- Based on the marks obtained in the screening process, candidates shall be shortlisted for interview in the ratio of 1:3, i.e., up to three candidates for each notified vacancy shall be called for interview, subject to availability of eligible candidates. If more than one candidate is having the same marks at the end of the merit position as per the Prescribed ratio, in that case all such candidates will be called for interview.

## 6.2. Interview for Contractual appointments:

- In case of contractual appointments, the maximum marks allotted for Interview, including the teaching skill demonstration shall be 12 Marks as described below:

Interview	12 (6+6) Maximum 6 Marks shall be awarded based on Teaching Skills to be tested by the Interview Board on Spot (the Teaching Skill Demonstration shall be Mandatorily Video-Recorded) while Maximum 6 Marks shall be awarded based on Interaction with the Interview Board.
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- The marks awarded by the Selection Committee in the interview shall be final and binding and shall not be subject to review or re-evaluation.

## 7. PREPARATION OF MERIT LIST

The merit list is prepared on the basis of academic qualification and Interview cum Demonstration. In event of total marks obtained from academic qualification and interview being the same, candidate having higher marks in academic qualification shall be placed higher in the final merit list. In the event of candidate having same marks in academic qualification and interview then candidate who is older in age according to the date of birth shall be placed higher in the final merit list and in the event of candidates having same date of birth, candidates whose name appears alphabetically first in Devnagari Script shall be placed higher in the final merit list.

## 8. UNIVERSITY ALLOTMENT AND JOINING

- Allocation of universities to selected candidates shall be made on a merit-cum-choice basis, subject to availability of vacancies, reservation requirements, institutional needs, and administrative exigencies. The decision of the competent authority regarding allotment shall be final and binding.
- Choices shall be recorded during the application process based on the universities to which the candidate applies.
- **No change in preference/choice shall be permitted under any circumstances once the allotment is done.**
- Once a university is allotted based on the university preferences submitted by the candidate, joining is to be completed within 7 (seven) days of the issuance of the joining notification.
- **Failure to join within the stipulated period of 7 days shall result in forfeiture of candidature, without any further notice or right of appeal.**
- The decision of the competent authority regarding allotment shall be final and binding.

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## 9. TERMS OF APPOINTMENT

- This appointment shall be on purely contractual basis and shall be valid till the Regular/Backlog appointment of Assistant Professors.
- The engagement shall remain valid for one session only. Fresh engagements for the subsequent term shall be made after next session each year and shall be subject to screening, recommendation, performance assessment, and the requirement of the University as determined by the competent authority. For all subsequent years, the term of engagement shall ordinarily extend for next session subject to satisfactory performance, institutional requirements, and such other conditions as may be prescribed by the competent authority.

**Note:** It is clarified that continuation in service shall not be automatic, and each engagement for a subsequent term shall be considered afresh in accordance with the provisions contained herein.

- The monthly remuneration for the above services shall be equivalent to the minimum monthly gross salary (Basic + DA only) of a regularly appointed Assistant Professor at the entry level.

## 10. DOCUMENT VERIFICATION AND NOTARISED AFFIDAVIT

- Considering the limited time available for commencement and facilitation of classes, it may not be feasible to complete detailed verification of the documents and credentials of all selected candidates prior to their joining. Accordingly, the appointments shall be made on a provisional basis, subject to post-joining verification of all documents, certificates, testimonials, and information furnished by the candidate.
- Every selected candidate shall be required to submit a duly notarized affidavit at the time of joining, affirming that all information furnished and documents submitted by him/her are true, genuine, complete, and correct to the best of his/her knowledge and belief ( APPENDIX- 1)
- The affidavit shall affirm that all information furnished and documents submitted are true, genuine, complete, and correct to the best of the candidate's knowledge and belief.
- In the event that any information is found to be false, misleading, suppressed, fabricated, or any document is found to be forged or invalid at any stage of service, the candidate shall be liable for immediate disqualification and termination of engagement/appointment without prior notice, notwithstanding the fact that he/she may have already joined and rendered service. The University shall also be at liberty to initiate such legal or disciplinary action as may be deemed appropriate under the applicable rules and laws.
- **If, on the date of interview, any information provided by the candidate is found to be incorrect, the candidate shall not be permitted for the interview.**

## 11. GENERAL INSTRUCTIONS FOR APPLICANTS

- Applications are invited exclusively through the SAMARTH Recruitment Portal (<https://hedbiharrec.samarth.edu.in/index.php/site/index>). Eligible candidates shall submit their applications online through the link made available on the official website. The application submitted through other modes like e-mail, post or by hand shall not be accepted.
- Recent self-attested passport size photograph and signature of applicant shall be uploaded at the proper place of the application format
- All educational qualifications must have been obtained from recognised Universities/Institution in India and/or abroad and if grades are awarded instead of marks, applicant should clearly indicate their equivalent percentage.
- The Commission reserves the right to modify, cancel, or re-schedule the recruitment process at any stage without assigning any reason.

- ❖ **NOTE :- Guidelines for contractual faculty of appointment and important instructions for filling online application is attached herewith as Annexure-II.**

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# APPENDIX 1 — FORMAT OF NOTARISED AFFIDAVIT

(To be submitted on non-judicial stamp paper of appropriate value, duly notarised)

## AFFIDAVIT

I, \_\_\_\_\_ (Full Name), son/daughter/wife of \_\_\_\_\_, residing at \_\_\_\_\_, do hereby solemnly affirm and declare as follows:

1. That I have applied for the post of Fixed-Term Faculty in the subject of \_\_\_\_\_ vide Application No. \_\_\_\_\_ dated \_\_\_\_\_.
2. That all the information furnished by me in my application form and all the documents submitted by me in support thereof are true, genuine, complete, and correct to the best of my knowledge and belief. No material information has been concealed or suppressed.
3. That the certificates, degrees, diplomas, and other documents submitted by me are authentic and have been obtained from recognized institutions/universities/boards and are not forged, tampered with, or obtained through fraudulent means.
4. That I am fully aware that in the event of any information furnished by me being found to be false, misleading, suppressed, fabricated, or any document submitted by me being found to be forged or invalid, at any stage, my engagement/appointment shall be liable to immediate termination without prior notice, and the University/Department shall be at liberty to initiate such legal or disciplinary action against me as may be deemed appropriate.
5. That I fully understand that this engagement is purely contractual and for a fixed term. I shall not have any claim for regularization, permanency, absorption, or appointment against any regular post in the University, the Higher Education Department, or the Government of Bihar merely on the basis of this contractual engagement. However, the period served by me under this contractual engagement shall be treated as teaching experience and may be considered wherever teaching experience is prescribed as an eligibility condition for recruitment to regular or permanent teaching positions, subject to the applicable rules and regulations in force at the relevant time.
6. That I shall not, at any stage, raise any claim before any authority, court, tribunal, or forum seeking regularization, permanent appointment, or any service benefits available to regular employees solely on the basis of this contractual engagement.

## DEPONENT

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

The contents of the above affidavit are true and correct to the best of my knowledge and belief. Nothing material has been concealed.

Signature of Deponent

Signature & Seal of Notary

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

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

## **Annexure-I**

Detailed subject-wise, Category-wise and University-wise vacancies













2026

क्र. ०	सर्व योग	कुल स्वीकृत बल	कायदल बल	रिक्ति	कुल बैकलॉग	बैकलॉग					योग	कुल बल रिक्ति	चालू रिक्ति												योग	सर्व योग	FF	Disability					
						SC	ST	EBC	BC	WBC			SC		ST		EBC		BC		WBC		EWS					UR		VI	DD	OH	MD
													Open	Fem.	Open	Fem.	Open	Fem.	Open	Fem.	Open	Fem.	Open	Fem.				Open	Fem.				
1	सर्व योग	6323	2636	3687	13	8	1	3	0	1	13	3674	388	205	38	0	420	225	231	124	134	244	126	1003	536	3674	3687	86	31	36	50	47	

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# **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 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

### 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 in core subjects or its allied subjects as given below:

विषय का नाम	समतुल्य विषय
अंग्रेजी	1. Comparative Literature
	2. Translation Studies
	3. Folk Literature
	4. Linguistics
	5. English language teaching
	6. Literature in English
हिन्दी	1. भाषा विज्ञान में स्नातकोत्तर (त्रिवर्षीय स्नातक स्तर पर मुख्य विषय हिन्दी भाषा एवं साहित्य)
	2. तुलनात्मक साहित्य में स्नातकोत्तर (त्रिवर्षीय स्नातक स्तर पर मुख्य विषय हिन्दी भाषा एवं साहित्य)
	3. अनुवाद विज्ञान में स्नातकोत्तर (त्रिवर्षीय स्नातक स्तर पर मुख्य विषय हिन्दी भाषा एवं साहित्य)
	4. लोक साहित्य में स्नातकोत्तर (त्रिवर्षीय स्नातक स्तर पर मुख्य विषय हिन्दी भाषा एवं साहित्य)
इतिहास	1. M.A in Medieval & Modern Indian History
	2. M.A in Medieval & Modern History
	3. M.A in Modern History
	4. M.A in Indian History and Culture
	5. M.A in History and Indian Culture
	6. M.A in Composite History
	7. M.A in History & Heritage Management
	8. M.A in History (Traditional)
	1. Public Administration

राजनीति विज्ञान	2. M.A in Politics (Specialization in International Relations).
	3. M.A in Political Science with International Relations.
	4. M.A in Political Science with Rural Administration.
	5. M.A in Politics.
	6. M.A in International Relations and Political Science. M.A in Political Science & International Relations.
	7. M.A in Rajshastra.
	8. M.A in Political Science.
	अर्थशास्त्र
समाजशास्त्र	Sociology (Alternative Course)

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.

**△ 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.

## 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
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

#	Document Name	Status	Applicable To	Format / Size
				100 KB – 500 KB
11	Master's Marksheet	<b>Mandatory</b>	All Candidates	JPG / JPEG / PNG / PDF 100 KB – 500 KB
12	Master's Degree	<b>Mandatory</b>	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	<b>Non-Mandatory</b>	Only Ph.D. holders	JPG / JPEG / PNG / PDF 100 KB – 500 KB
14	Upload for NET with JRF	<b>Non-Mandatory</b>	Only NET-JRF qualified candidates	JPG / JPEG / PNG / PDF 100 KB – 500 KB
15	Domicile / Residence Certificate	<b>Mandatory only for Bihar Domicile claimants</b>	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)	<b>Non-Mandatory</b>	Only freedom fighter dependents claiming the benefit	JPG / JPEG / PNG / PDF 100 KB – 500 KB
17	Category Certificate (OBC-NCL / SC / ST / EWS, as applicable)	<b>Mandatory for reservation benefit</b>	Reserved category candidates only	JPG / JPEG / PNG / PDF 20 KB – 500 KB
18	NET(Assistant Professor)	<b>Non-Mandatory</b>	Only NET(Assistant Professor) qualified students	JPG / JPEG / PNG / PDF 100 KB – 500 KB
19	NET Exemption Certificate	<b>Mandatory only if 'None (NET Exempted)' is selected</b>	Only Ph.D. holders exempted from NET	JPG / JPEG / PNG / PDF 100 KB – 500 KB
20	PwD (Persons with Disability) Certificate	<b>Mandatory only for PwD claimants</b>	Only candidates of Bihar claiming PwD reservation/benefit	JPG / JPEG / PNG / PDF 20 KB – 500 KB

#	Document Name	Status	Applicable To	Format / Size
21	Upload Ph.D. 05 (five) Points Certificate.	<b>Non-Mandatory</b>	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.