Instruction For Filling Up Application Form

1. Before filling up of the application form, candidates are advised to carefully read the Employment Notice and Terms & Conditions.
2. Candidates are advised to satisfy themselves before applying that they at least possess the minimum essential qualification laid down in the Employment Notice.
3. The candidate shall apply for the post only in the prescribed format, otherwise the application will be rejected.
4. Prescribed application (word doc. / pdf) may be downloaded from the website (**https://bsur.bihar.gov.in**).
5. No column of application form should be left blank. The column not applicable should be clearly marked as "Not Applicable'.
6. All entries in the application form should be filled with due care. Information written on the application form should be legible and meaningful.
7. No request for correction in the entries in application form or for attachment of fresh papers / enclosures / documents shall be entertained by the University.
8. Each page of the Application Form should be signed by the candidate with date.
9. Name of the Post and Advertisement Number must be mentioned on the subject while emailing the application form and necessary enclosures for the advertised post.
10. Incomplete application or applications received after due date will be summarily rejected.
11. The applicants must enclose self-attested copy(s) of the certificates to substantiate the educational qualifications and service experience mentioned in the application form.
12. The educational qualification should have been obtained from a recognized University / Board / Institution.
13. Certificate in support of experience should be in proper format i.e it should be on the organization's letter head, bear the date of issue, specific period of work (in DD / MM / YYYY format), pay scale & nature of employment (contractual or permanent), and name, designation & signature of the issuing authority along with his / her seal.
14. Only email based applications shall be accepted by the University. No other method of submission of application shall be entertained.
15. All corrigendum / addendum to this Employment Notice shall be published only on the Website (**https://bsur.bihar.gov.in**). Therefore, candidates should visit the aforesaid website regularly for updates, if any.

Registrar
Bihar Sports University Rajgir