

समाचार पत्र विज्ञापन

बिहार खेल विश्वविद्यालय, राजगीर

रोजगार सूचना (विज्ञापन सं. BSUR / 02/2024)

बिहार खेल विश्वविद्यालय, राजगीर सीधी भर्ती के आधार पर कुलपति के निजी सहायक और आशुलिपिक के पद को भरने के लिए पात्र भारतीय नागरिकों से दिनांक 25.12.2024, अपराह्न 5 बजे तक ऑफ़लाइन आवेदन आमंत्रित करता है। शैक्षिक योग्यता, सेवा अनुभव और अन्य नियमों और शर्तों का विवरण खेल विभाग, बिहार सरकार के वेबसाइट (<https://state.bihar.gov.in/sport/CitizenHome.html>) के 'नोटिस' शीर्षक के तहत डाउनलोड किया जा सकता है।

कुलसचिव

बिहार खेल विश्वविद्यालय, राजगीर

Newspaper Advertisement

BIHAR SPORTS UNIVERSITY, RAJGIR

Employment Notice (Advt. No: BSUR / 02 / 2024)

Bihar Sports University Rajgir (BSUR) invites offline applications by 25.12.2024, 5 PM from eligible Indian Citizens for filling up the post of Personal Assistant to Vice-Chancellor and Stenographer on direct recruitment basis. Details of educational qualification, service experience and other terms and conditions could be downloaded under the 'Notice' head of the website of the Sports Department, Govt. of Bihar (<https://state.bihar.gov.in/sport/CitizenHome.html>).

Registrar

Bihar Sports University, Rajgir

BIHAR SPORTS UNIVERSITY
Rajgir, District Nalanda – 803116 (Bihar)

No: BSUR / 42 /2024

Dated: 11.12.2024

EMPLOYMENT NOTICE

Advt. No. BSUR / 02 / 2024

Bihar Sports University Rajgir has been established under the Bihar Sports University Act, 2021 with an objective to serve as an apex institution in the field of Physical Education and Sports Sciences. The University hereby invites offline application from eligible Indian Citizens for filling up the following posts on direct recruitment basis. Educational qualification, service experience and other terms and conditions of the advertised positions are as under:

Posts; Number of posts; Category; Remuneration / Pay level; Mode of Recruitment		Essential Educational Qualification & Professional Experience	Desirable Qualification & Experience
Personal Assistant to Vice-Chancellor (Direct Recruitment) No. of Post – 01 (One) UR - 01	Pay level 6	1. Graduate from a recognized University / Institution. 2. Speed of 100 words per minutes in Hindi / English stenography is must along with typing speed of 35 words per minute in Hindi / English Typing. 3. Minimum 05 years of post-qualification experience in pay level 4 and/or 5 in a University System or under the Govt. of Bihar or Govt. of India or its autonomous bodies.	1. Experience of e – office / ERP. 2. Knowledge of M.S. Office (word / excel / ppt etc.).
Stenographer (Direct Recruitment) No. of Post – 03 (Three) UR – 01 EBC – 01 UR (Female) - 01	Pay level 4	1. Graduate from a recognized University / Institution. 2. Speed of 80 words per minutes in Hindi / English stenography is must along with typing speed of 30 words per minute in Hindi / English.	1. Knowledge of M.S. Office (word / excel / ppt etc.).

Abbreviation: UR – Un-reserved; EBC – Extremely Backward Class

The detailed Terms and Conditions along with prescribed format of application is available on the website of the Department of Sports, Govt. of Bihar (<https://state.bihar.gov.in/sport/CitizenHome.html>). The last date of receipt of offline application through Registered / Speed Post at the University premises is **25.12.2024 till 5:00 PM.**

Registrar

IMPORTANT INFORMATION

Date from which offline applications are to be received	:	12.12.2024 from 10:00 AM
Closing date of applications	:	25.12.2024 till 05:00 PM
Website from which Application Form should be downloaded	:	https://state.bihar.gov.in/sport/CitizenHome.html i.e under 'Notice' of the Website of the Department of Sports, Govt. of Bihar, Patna.
Mode of Application Form	:	Offline (Hard Copy) through Registered Post / Speed Post
Envelope containing the Application Form should be addressed to	:	Registrar, Bihar Sports University, Rajgir, District: Nalanda – 803116 (Bihar)

TERMS & CONDITIONS**1. Age limit for Direct Recruitment as on 25.12.2024:**

- (a) Minimum age: 21 years
- (b) Maximum age: 37 Years for UR (Male)
- (c) Maximum age: 40 Years for UR (Female) / EBC (Male & Female)
- (d) Maximum age: 42 Years for SC / ST (Male / Female)
- (e) 05 years age relaxation shall be admissible to those who have completed 03 years of regular service under Govt. of Bihar as per General Administrative Department, Govt. of Bihar Resolution No. 2374 dated 16.07.2007.
- (f) Relaxation in upper age limit shall be admissible to Divyang and ex-service category candidates as per norms of Govt. of Bihar.

2. Claim of Reservation:

- (a) Reservation shall be provided only to the candidates who are residents of Bihar, subject to submission of category certificate, issued by the competent authority, in the prescribed format.
- (b) The permanent address, as mentioned by the candidate in the prescribed application form, shall be considered for claim of their reservation.
- (c) The benefit of reservation shall not be given to a candidate who does not indicate his / her social category in the given column of the prescribed format.
- (d) Married candidates claiming for reservation should have category certificate issued in the name of her father, and not her husband.
- (e) No request for change of social category shall be admissible during the recruitment process as per General Administrative Department, Govt. of Bihar circular No. 16144 dated 28.11.2012.

3. **Application Fee for Each Application:** in the form of Demand Draft, favoring “The Registrar, Bihar Sports University” and payable at Rajgir.
 - (a) Rs. 1000/- for Permanent Residents of Bihar Male candidates (UR / BC / EBC / EWS).
 - (b) Rs. 1000/- for Permanent of outside Bihar Male candidates (UR / BC / EBC / EWS).
 - (c) Rs. 250/- for Permanent Male Residents of Bihar (SC / ST / Divyang)
 - (d) Rs. 250/- for Permanent Female Residents of Bihar (All categories)
4. Canvassing in any manner will be a disqualification.
5. No TA / DA shall be paid to the candidate appearing in the selection test and / or interview.
6. The University reserves the right to accept or reject the application form.
7. The University reserves the right to make appointments against all the advertised post or not to fill the advertised vacancies. In case of any eventuality, the University reserves the right not to fill all or part of the advertised vacancies and in such circumstances the advertisement of such vacancy shall be treated as withdrawn.
8. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify / withdraw / cancel any communication made to the candidate.
9. The University may verify the antecedents or documents submitted by a candidate either at the time of selection process or during the tenure of the service. In case it is detected that the documents submitted by the candidate are fake or the candidate has clandestine antecedents / background and has suppressed the said information, his / her services shall liable to be terminated.
10. The University shall not return any of the self-attested document / testimonials submitted by the candidate along with the application form.
11. No application under the Right to Information Act, 2005 shall be entertained during the selection process from date of advertisement till declaration of the result of the selection test.
12. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the University shall be final.
13. Any matter arising out of this notice or selection shall lie only before the District Court at Bihar Sharif or High Court of Judicature at Patna, as the case may be.

SELECTION PROCEDURE & APPOINTMENT

1. All application shall be scrutinized and shortlisted by a Committee constituted by the University.
2. The Selection Committee of the University shall have power to decide criteria of selection for the advertised positions.

3. The University reserves the right to place a reasonable limit on the total number of candidates to be called for selection test and / or interview.
4. Eligibility of a candidate and satisfaction of any other short-listing criteria shall be considered as on the last date of the submission of the application.
5. Mere eligibility will not entitle any candidate for being called for interview / appear in the selection process. Applicants having higher qualifications and merit may be given preference.
6. Selection for the post of Personal Assistant to Vice Chancellor will be based on stenography test and/or computer-based typing test, followed by personal Interview.
7. Selection for the post of Stenographer will be based on stenography test, followed by computer-based typing test (Hindi / English).
8. Selection test (i.e. written test / skill test) and / or personal interview may be conducted on different dates, which shall be informed accordingly.
9. Information regarding selection test and / or interview shall be sent only through e-mail, mentioned by the candidate in the prescribed application form.
10. No correspondence shall be entertained from the candidates regarding conduct of selection test and / or result of interview and reasons for not being called for interview. No interim correspondence shall be entertained.
11. The University may draw a panel of candidates for filling up future vacancies which shall be valid for one year from the date of recommendations. A waitlisted candidate from the aforesaid panel may be offered appointment if the selected candidate does not join the post within a stipulated period.
12. **Verification of Documents:** Documents pertaining to educational qualification and service experience shall be verified from their originals during the Selection Test and / or Personal Interview and as such, non-production of original documents shall lead to disqualification and such candidates shall not be allowed to undergo the Selection Test and / or Personal Interview. Candidature of a candidate may be summarily rejected if his / her document is found to be incorrect or fraudulent during the course of verification.
13. Appointment on direct recruitment basis shall be on probation for a period of 1 (one) year from the date of joining of the selected candidate. In case performance of any appointee during the period of probation is not found satisfactory, the period of probation may be extended by a maximum of 6 (six) months or the University at its discretion, may terminate the appointee from service forthwith subject to payment of one month's salary.

INSTRUCTION FOR FILLING UP APPLICATION FORM

1. Before filling up of the application form, candidates are advised to carefully read the “Employment Notice” containing terms & conditions and other instructions.
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 may be downloaded from the website (<https://state.bihar.gov.in/sport/CitizenHome.html>) or it may be typed as photocopied.
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 top of the envelope while sending application for the advertised post.
10. Incomplete application or applications received after due date, i.e. after **5:00 PM on 25.12.2024** 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. Separate applications should be submitted for each post, if applying for more than one post.
13. The educational qualification should have been obtained from a recognized University / Board / Institution.
14. Certificate in support of experience should be in proper form 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. In case of consolidated remuneration in a particular post, candidate should submit related document, indicating pay scale of the post, failing which such experience shall not be considered.
15. Applicants who are in Government employment / PSUs / Govt. Autonomous Bodies are advised to enclose ‘No Objection Certificate’ issued by the competent authority of his / her

employer or produce the same at the time of interview, failing which they will not be interviewed.

16. Only those candidates who are willing to devote full time to the development of the University need to apply. Further, selected candidate is required to reside at Rajgir or nearby areas.
17. Only offline application (i.e. hard copy) shall be accepted by the University. No other method of submission of application shall be entertained.
18. Eligible candidate should submit duly filled in application form along with self-attested copies of educational qualification, service experience, requisite application fee to the office of the **Registrar, Bihar Sports University, Rajgir, District: Nalanda – 803116 (Bihar)** only by registered post or speed post which should reach to the Administrative Building of the University at Rajgir by **5:00 PM on or before 25.12.2024**. The University will not be responsible for the postal delay.
19. All corrigendum / addendum to this Employment Notice shall be published only on the Website (<https://state.bihar.gov.in/sport/CitizenHome.html>). Therefore, candidates should visit the aforesaid website regularly for updates, if any.

Enclosure – Terms & Conditions, Selection Procedure, Instructions for Filling up Application Form etc.

Registrar
Bihar Sports University Rajgir

APPLICATION FORM
(Advt. No. BSUR / 01 /2024)

1. Name of the Post Applied for :
2. Name of the Candidate :
(Full Name in Capital Letter)
3. Father's Name :
4. Date of Birth of the applicant : DD ____ MM ____ YYYY ____
5. Age as on Last Date of Application : Years ____ Month ____ Days ____
6. Full Residential Address with PIN :
7. Full Permanent Address with PIN :
8. Mobile Number of the Candidate :
9. WhatsApp No. of the Candidate :
10. Email ID of the Candidate :
11. Social Category (UR/EBC/UR-F) :
12. Gender : Male / Female / Transgender
13. Marital Status : Single / Married / Divorced
14. Aadhar Number, if available :

**Affix Passport
Size Photo and
Signed**

Note: Please submit the undertaking if the candidate does not possess Aadhar Number.

15. Educational Qualification (Please enclose a separate sheet, if the space below is insufficient):

Sl. No.	Name of Degree	University / Institution	Year of Passing	% of Marks obtained	Subject
1	10 or Equivalent				
2	12 or Equivalent				
3	Undergraduate				
4	Postgraduate				
5	Other, if any _____				

16. **Details of Service Experience**, starting from present / last organization & back.

Sl. No.	Office/ Institute/ Organization	Post Held	Place of posting	Nature of appointment whether regular/ adhoc, temporary, contract etc.	Period of service		Pay scale / emoluments	Job profile
					From	To		
1								
2								
3								
4								
5								
6								

17. Nature of present employment if any, i.e. ad-hoc or temporary or permanent:

.....

18. Total emoluments per month drawn (Present, if working or last emoluments):
Rs. (Please attach pay slip/LPC)

19. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the space is insufficient:

.....
.....

20. Remarks, if any

21. Whether any minor or major penalty was imposed by the current or previous employer or prosecuted in a criminal case or any departmental proceeding is being contemplated against the candidate: **Yes / No**

If yes, given full details:

22. Undertaking by the Candidate:

- (a) I certify that I am eligible for the post applied for vis-à-vis the age or qualifications or experience prescribed for the said post.
- (b) I hereby declare that all statements made, and information provided hereinabove are true, complete and correct and in case any information is found incorrect, I shall be disqualified for the present engagement.

Date:

Place:

(Signature and Full Name of the applicant)

List of Attachment / self-attested copies of certificates/testimonials:

1. 02 (Two) recent Passport Size Photograph
2. NOC issued by the present employer , if available
3. Copy of Aadhar Card
4. Certificate and Marks-sheet of 10th or equivalent
5. Certificate and Marks-sheet of 12th or equivalent
6. Certificate and Marks-sheet of Under Graduation or equivalent
7. Certificate and Marks-sheet of Post Graduation or equivalent
8. Proof of Service Experience
9. Separate sheet, if any
10. Details of DD: DD No. _____, Rs. _____ Date: _____
11. Total number of pages attached along with the application form: _____

(Signature and Full Name of the applicant)