General Guideline/Instructions

General Guideline for Online Submission of Application Form for the post of VC or Pro-VC in Universities of Bihar.

- **Note: The Applicant should Apply separately or Register separately for respective Post, If he/she wishes to apply for more then one University.**
- 1. Applicants are advised to read the Detailed Advertisement, Instructions and Steps carefully before submitting online application form.
- 2. Only online application before the closing date will be considered. **Application form sent in any other mode or after the closing date and time will not be considered.**
- 3. Do not use any special characters (e.g. ',& @ " $) while filling up the application form.
- 4. Candidate should have following documents in pdf format having size less than 1 MB.
  a. Notification of Professorship
  b. Letter of Reference/Recommendation from distinguished Academicians, if available
- 4. Identity Sheet needs to be downloaded and printed, fill-up the identity sheet(including Photographs & Signature), scan and upload the same.
- 5. Online Application submission is in Simple 9- STEPS Processes.
- 6. After completing STEP-1, candidate can complete the rest steps any time before closing date and time.
  Note: Applicants are advised to note down the generated User ID and Password. However, information regarding the generated User ID and Password will also be sent to the Candidate via SMS/Email.
- **7. Candidate Must Click SAVE Button before going to next page or previous page.**
- 8. No changes can be done once you have saved and the clicked on **FINAL SUBMIT** button.
- 9. This Webpage Application is best optimized for Latest Browser Version like Google Chrome Version 53.0.xxx, Mozilla Firefox 49.0.x & above