

# BIHAR SPORTS UNIVERSITY RAJGIR

*Established under the Bihar Act 21 of 2021*

*and recognized under 2(f) of the UGC Act, 1956*

No: BSUR / 270 /2025

Dated: 02.04.2025

## SHORT EMPLOYMENT NOTICE

PR No. BSUR / 06 / 2025

Bihar Sports University, Rajgir (BSUR) invites application from eligible Indian Citizens for filling up the post of Librarian on contractual basis. Application Form and other details can be downloaded under the 'Notice' head of website of the Department of Sports, Govt. of Bihar.

Posts Details; Category; Remuneration / Pay level / Age Limit		Essential Educational Qualification & Professional Experience	Desirable Qualification & Experience
<b>Librarian</b> (Contractual) Initially for 12 months, which may be extended as per the decision of the University) No. of post-01 (UR – 01) Maximum age as on last date: <b>45 Years</b>	Consolidated Remuneration shall be fixed at initial basic pay in pay level 6 + admissible allowances. (Monthly salary all- inclusive would be around <b>Rs. 60,000/-</b> )	1. Master's Degree with minimum 60% marks in Library Science/ Information Science/ Documentation Science. 2. Minimum 03 years' experience in the library of a reputed University / higher educational institution. 3. Qualified as NET / JRF / similar test, conducted by UGC or other bodies.	1. PG Diploma in Library Automation and Networking (PGDLAN) 2. Experience of Digital Library. 3. Knowledge of M.S. Office.

## IMPORTANT INFORMATION

Name of the Website from which Application Form and other details should be downloaded	:	Department of Sports, Govt. of Bihar (UNDER 'NOTICE')
<b><u>Single PDF Document</u> containing Application Form, Educational &amp; Experiences Certificates, should be sent, <u>only through email</u> at</b>	:	sectionofficer2@bihar.gov.in
Last date of sending application, <b><u>through e-mail</u></b>	:	10 <sup>th</sup> April 2025 by 5 PM
<b><u>Shortlisted candidates shall be intimated for Interview/Selection Test, <u>through Email Only</u></u></b>	:	15 <sup>th</sup> April 2025 at 6 PM
Date, time and venue of Personal Interview / Selection Test	:	21 <sup>st</sup> April 2025 from 11:30 AM at Second Floor, Administrative Building of the Bihar Sports University, Rajgir - 803116

**Please visit the 'Notice' section of the website of the Department of Sports, Govt. of Bihar, Patna.**

**Registrar**

Bihar Sports University Rajgir

**TERMS AND CONDITIONS:**

1. The University reserves the right to make appointment against the advertised post or not to fill the advertised position. In case of any eventuality, the University reserves the right not to fill the advertised position.
2. 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.
3. **Those who have applied earlier vide Advt. No. BSUR / 04 / 2025 dated 20.02.2025 are required to apply afresh.**
4. Claim of educational qualification and experience shall be considered valid only if a candidate submits self-attested certificates, failing which his/her candidature shall not be considered.
5. The educational qualification should have been obtained from a recognized University / Board / Institution.
6. Applicants who are in employment 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 / Selection Test, failing which they will not be interviewed.
7. 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 (from – to in DD / MM / YYYY format), pay scale or consolidated monthly pay, nature of employment (contractual or permanent) and name, designation & signature of the issuing authority along with his / her seal.
8. Only post qualification experiences shall be considered by the University.
9. No request for correction in the entries in application form or for attachment of fresh papers / enclosures / documents shall be entertained by the University after the last date of application.
10. Scanned copy of signed application form, self-attested copies of educational and experiences certificates in a SINGLE PDF DOCUMENT should be sent **only through email** ([sectionofficer2@bihar.gov.in](mailto:sectionofficer2@bihar.gov.in)). Subject of the email should be: Application Form for the post of Librarian at the Bihar Sports University, Rajgir vide Advertisement No. BSUR / 06/ 2025.
11. Incomplete applications or application not in prescribed format or applications received after the last date & time or applications received not through e-mail will be summarily rejected.
12. The University at its discretion may consider desirable qualifications for shortlisting of applications.

13. **Shortlisted candidates shall be intimated for Personal Interview / Selection Test only through e-mail, recorded in their application form. No separate information for personal interview / Selection Test shall be sent to the shortlisted candidates.**
14. Selection to the post of Librarian shall be based on personal interview and / or selection test (written / skill), as may be decided by the University and the same shall be communicated to all shortlisted candidates.
15. No TA / DA shall be paid to the candidate for appearing in the interview / selection test.
16. No interim correspondence shall be entertained.
17. The University may draw a panel of waitlisted 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.
18. The services of a contractual employee may be terminated at any time due to unsatisfactory work by giving one month's notice or payment of one month's salary in lieu thereof.
19. Candidates appointed on contractual basis shall enter into an agreement which shall govern their broad service conditions in a format to be prescribed by the University.
20. **Selected candidate has to join the University immediately.**
21. Only those candidates who are willing to devote full time to the development of the University and willing to reside at Rajgir or nearby areas need to apply.

#### **INSTRUCTION FOR FILLING UP APPLICATION FORM**

1. Before filling up of the application form, candidates are advised to read carefully the "Employment Notice" containing Important Information, terms & conditions etc.
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 of the Sports Department, Govt. of Bihar.
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.

**Registrar**  
Bihar Sports University Rajgir

**APPLICATION FORM**  
**(Advt. No. BSUR / 06 /2024)**

1. Name of the Post Applied for : **LIBRARIAN**
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 :  
**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):

**Affix Passport  
Size Photo and  
Signed**

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 Level  (Attached document)	Job profile
					From	To		
1								
2								
3								

17. Additional information, if any, which you would like to mention here in support of your suitability for the post:

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

**If yes, given full details:** .....  
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**19. 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)**