

Guidelines to Apply for the Post of Vice Chancellor (VC) / Pro Vice Chancellor in State Universities of Bihar

Applicant should note following points before applying for the post of VC:

- Keep your photo & signature ready in JPEG/JPG format whose size should not exceed 1 MB each, for uploading.
- Once the final submission of Application Form for the post of VC/ Pro VC is done, no changes will be allowed in it. Although, when another vacancy for the post of VC/ Pro VC will open then data submitted previously in the application form for the post of VC/ Pro VC will get auto-filled in the application form of current vacancy. Applicant can do modification in auto-filled data as per their need and do the final submission of application.
- Fields marked with * in application form are mandatory to be filled.
- If you want to withdraw your incomplete application for the post of VC/ Pro VC for University then click on **Withdraw** button of particular vacancy, else complete your incomplete application form by clicking on the particular step where you had left the application form incomplete.

Applicants are allowed to withdraw the incomplete application for current vacancies only.

Note: *For any Technical Support regarding the Software Application contact our Technical Helpline Number.....and for any other query contact us ator mail your query at*

A. Register & Login

- To get registered on the portal of Governor's Secretariat for Applying for the post of VC/ Pro VC, applicant will have to submit his/her Full Name, Father's Name, Date of Birth, Email ID ,Mobile Number, Password & Confirm Password on Registration Form.
- Thereafter, entered Email-Id will be verified through One Time Password (OTP) which is sent on the mentioned email-id. Once the OTP verification is done, applicant can Login through their Credentials, Username (i.e. email-id) & Password(i.e. created by the applicant) .

Your Password must be of 08-15 characters, comprising of 01 Numeric, 1 Upper Case, 1 Lower Case & 1 Special Character.

B. Fill & Submit Application Form

After Login, applicant will be redirected to Application Form, where he/she will have to submit details mentioned in below steps.

Step 1 – Select Universities

- Universities with Vacancies of VC/ Pro VC will appear at this step. Select & submit one or more universities among them, where you want to get appointed as VC/ Pro VC.

Step 2 – Submit General Information

- Submit Gender, Nationality, Martial Status , Details of Disciplinary Proceedings or Criminal Proceedings Pending against Applicant (if any), Permanent & Correspondence Address.
- Along with, upload Photo & Signature.
- Details about Present/Last Position Held.

Step 3 – Submit Educational Qualification Details

- Submit following details in respective sections:
 - **Graduation Section**
 - Name of Course, Name of University, Institution Name, Passing Year, Subject(s), Percentage Achieved/CGPA & Division/Class
 - **Post-Graduation Section**
 - Name of Course, Name of University, , Institution Name, Passing Year, Subject(s), Percentage Achieved/CGPA & Division/Class
 - **Doctor of Philosophy (PhD) Section**
 - Name of Course, Name of University, , Institution Name, Passing Year, Subject(s), Percentage Achieved/CGPA & Division/Class

- **Other Qualification (If any) Section**
 - Name of Course, Name of University, , Institution Name, Passing Year, Subject(s),
Percentage Achieved/CGPA & Division/Class

Step 4 – Submit Total Experience Details

- Submit following details in respective sections:
 - **Details of Experience Possessed as Per Eligibility Criteria Section**
 - Post Held, Pay Scale (INR), Organization, Nature of Duties & Total Working Experience in Years & Months
 - Date of Notification of Professor, Date of Declaration of Professorship, Proof of Notification & Declaration of Professorship and Total Years of Experience in Years.

Step 5 – Submit Administrative Experience/Post(s) & Responsibilities Held Details

- Submit details of Post, Organization/University, Working From and Working To.

Step 6 – Submit Academic/Teaching Experience Details

- Submit following details in respective sections:
 - **Academic/Teaching Experience & Responsibilities Section**
 - Post, Organization/University & Working From and Working To.
 - **Participation and Contribution in Relevant Areas of Higher Education Section**
 - Post, Organization & Area of Specialization
 - **Involvement with Formulation of Academic Programmes Section**
 - Nomenclature of Innovative Academic Programmes Formulated, Date of Approval by Academic Council & Year of Introduction.
 - **Important MoUs Formulated for Academic Collaboration Section**
 - MoUs Formulated, Name of Agencies/Departments Involved & Year of MoUs
 - **Position of Chairs Section**
 - Name of Chair, Name of Agencies/Departments Involved, Period of Holding Chair

Step 7 – Submit International Academic Exposure

- **International Academic Exposure**
 - Post / Assignment , Organization / University, Area of Assignment , Working From and Working To.

Step 8 – Submit Details of Scholarly Achievements

- Submit following details in respective sections:

- **Contribution to Journals and Books Section**
 - Name of Books/Journals and their details
- **Publication Section**
 - Date of Publication, Title, Name of Journal, Refereed Journal or Not, Number of Citations (where possible)
- **Total Articles Published (List of Articles Published in Popular Magazines or Newspapers) Section**
 - Date of Publication, Title & Name of Magazine/Newspaper
- **Participation and Scholarly Presentations in Conferences: National Section**
 - Type, Date, Title of Conference or Institution, Title/Subject of Presentation (if any)
- **Participation and Scholarly Presentations in Conferences: International Section**
 - Type, Date, Title of Conference or Institution, Title/Subject of Presentation (if any)
- **Participation and Contribution in National/International Fora in the Area of your Academic and Professional Expertise Section**
 - Expertise Area, Type & Number of Participation & Contribution

Step 9 – Submit Research Projects Details

- Submit details like Name of Client/Organization, Nature of Project, Duration of Project & Amount of Grant (INR)

Step 10 – Submit Consulting Experience Details

- Submit details like Name of Client/Organization, Nature of Assignment & Duration of Assignment

Step 11 – Recognitions

- Submit details like Name of Award/ Fellowship etc. , Elected/ Honorary Fellow, Awarded By, Year of Awarded.

Step 12 – Research Scholars

- Submit details Name of Programme , Awarded (No.) (Under Progress not to be included)

Step 13 – Other Details

- Submit details on Strengths(100 words), Vision for the University(500 words), Details of Referees (if any)

Step 13 – Identity Sheet

- Click on Identity Sheet and fill the Place in the form.

C. Preview & Final Submission of Filled Application Form

- After submitting all the details in application form, applicant will be redirected to Preview & Final Submission page where he/she will have to preview the information filled by him/her and do the changes (if required). After making the required changes, if any, do the Final Submission of form. No changes will be allowed in application form thereafter.
- After Final Submission, application for the post of Vice Chancellor will be forwarded to Governor's Secretariat, Bihar for further proceedings.
- The candidate can also download/take print-out of the application submitted.

D. Instructions to Reset Password in case you have forgotten your password

- If you have forgotten your password, then click on **Forgot Password?** link given on the Login page and then submit your registered Email-Id. Thereafter, registered Email-Id will be verified through an OTP, after which applicant need to fill and create new password .
- After creating New Password, applicant can login to his/her account using the new password.