

GENERAL INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

1. Log on to University website www.cub.ac.in
2. Before proceeding to register yourself you must ensure that you have read and understood the prerequisites and eligibility criteria for each discipline / programme of study in which you intend to take admission (*available on the website*).
3. Applicant may submit **only one application** subject to fulfilling the eligibility criteria and payment of requisite fee. One application form can be used for applying to **two programmes**.
4. The fee (Non-refundable) payable for each application is given below:

Category	Online / Offline Application Fee
General / OBC/Others Candidates	₹ 400 for one Programme
	₹ 600 for two Programmes
SC/ ST / PWD Candidates	₹ 200 for one Programme
	₹ 300 for two Programmes

5. **Process of depositing Examination Fee** - There are two modes of fee deposition as follows:
 - (i) **Through Bank Challan (in Punjab National Bank / State Bank of India):** Click on: "**Bank Challan**" to download PNB/SBI challan to make the payment. There will be three copies of Challan – **University's copy**, **Applicant's copy** and **Bank's copy**. Applicant should take a print out of this challan to make the payment in any PNB Branch/ SBI Branch. Retain the University's copy and applicant's copy of the challan duly filled and stamped by the Bank Official.
 - (ii) **Through NEFT (where PNB Branch / SBI Branch is not available):** Fee may be remitted / transferred through any NEFT enabled scheduled bank by using following details:

PNB	Detail	SBI	Detail
A/c No.	4458005500000287	A/c No.	34807920951
A/c Name	Central University of South Bihar Recruitment Account	A/c Name	Central University of South Bihar Admission Account
Bank Name	Punjab National Bank	Bank Name	State Bank of India
IFSC Code	PUNB0445800	IFSC Code	SBIN0009006
Branch Name	Raja Bazar Branch, Patna - 800 014 (Bihar)	Branch Name	B.V. College Branch, Patna - 800 014 (Bihar)
Type of Account	Saving	Type of Account	Current

For NEFT transaction, **Unique Transaction Number (UTR no)** is to be obtained from the bank and the relevant Bank transaction details to be filled in the application form.

6. Click on to new registration link to apply online.
7. Applicant is required to fill in the form carefully without making any spelling mistake.
8. Fill-in your correct details in the Application Form like name, programme, social category, date of birth, email ID, contact details for successful registration.

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9. After successful registration a system generated **Application Number** & password will be provided immediately by SMS and/or email.
 10. Applicant is required to have a valid personal email ID and mobile number. These should be kept active during the entire admission process. Communication will be sent through SMS and/or email (To receive SMS, please ensure that DND (Do Not Disturb) is not activated on your mobile).
 11. Test schedule shall be arranged to conduct separate examinations for those programmes having similar eligibility criteria without overlapping, to the maximum possible extent. However, in case there is a clash of timing of two tests, the candidate has to decide which test to appear for. No refund of fee shall be admissible on this account.
 12. The applicant should upload his/her colour photograph (not more than 80 KB size) and signature (not more than 80 KB size) in the provided box. Detailed information of uploading is available in the link: [guideline for uploading photograph and signature](#).
 13. Fill-in the appropriate Bank transaction details in the application form.
 14. Read the declaration carefully before final submission of online application form.
 15. Click on the login link to view / edit your application.
 16. After successful filling and submission of on-line application form, a self-generated **Confirmation** bearing all the information of individual applicant along with an **Application Number** will be displayed. Application Number must be kept for future correspondence.
 17. Applicant must take a printout of the online application form(s) and keep the same in safe custody.
 18. **Hall Ticket** will be available on the website as per the schedule of examination. Applicant shall have to download the Hall Ticket (from **20 May 2015** onwards) from website by entering application number & date of birth. Applicant will be intimated about the same by Email/SMS alerts only. No information will be send by post.
 19. Candidate must report at the examination centre on the day of the online examination with the following documents:
 - a) Hall Ticket.
 - b) The print out of the Online application form (in original).
 - c) University and Student copy of the bank challan (in original).
 - d) Valid original Photo Identity proof (with one photocopy of the ID).
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