



**Application Form of BHU Domain E-Mail ID: Non Teaching Staff**

1. Name of the Applicant		2. Designation	
3. Department		4. Date of Appointment	
5. Faculty/Institute/Centre		6. Employee ID	
7. Date of birth		8. Type of Employment	
9. Nationality		10. Date of Retirement	
11. Choice of Email Id [Default email Id Name of the applicant (Full Name/Short form)]	Choices		12. Mobile No
	1st		13. Alternate E-mail Id : (Write in Capital letters only)
	2 <sup>nd</sup>		
	3 <sup>rd</sup>		

**Undertaking:**

- The university email account is intended for official use related to University work and it must be used for academic activities only.
- All users must check their email accounts regularly for academic, administrative, and official communications. Failure to do so may result in missed important information. All official communication must be made using the( ...@bhu.ac.in) E-mail id. Communications sent from any other E-mail ID may not be considered official or valid.
- Users are prohibited from using their university email accounts to:
  - Send harmful software, malware, or viruses.
  - Misrepresent the identity of the sender.
  - Engage in the distribution of offensive, illegal, or inappropriate content.
- Users must take all necessary steps to secure their email accounts, including maintaining password confidentiality and regularly backing up important data. The computer centre (CC) is not responsible for restoring lost data.
- Users should regularly delete unnecessary emails and large attachments to manage mailbox space effectively. Important emails should be archived, and users should take periodic backups.
- The maximum E-mail size for **Non-Teaching Staff will be 5GB.**
- User email accounts will remain active for one year after retirement, after that email account will be deactivated and it may be deleted.
- University email Policy must be applicable to all email users.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

(Signature of the Applicant)

**Declaration by the Head of the Department**

This is to certify that Mr./Ms./Mrs./Dr. \_\_\_\_\_ is working in our Department/  
Faculty/Institute/ Centre/Section \_\_\_\_\_ as \_\_\_\_\_ Please issue him/her Email ID  
for his/her work.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

(Signature of the Head of the Department with Seal)

NOTE:- 1. Kindly submit this form to the Computer Centre duly signed by the appropriate authority and your E-mail ID will be instantly created and will be send to your alternate Email-ID from "GOOGLE WORKSPACE".  
2. After receiving your created Email ID of BHU Domain you have to create your own Password by clicking on "Sign In" Option.