

VISVA-BHARATI
SANTINIKETAN



ADVERTISEMENT NO : 1/2020 dated 20.06.2020

Visva-Bharati is a Central University and an 'institutions of national importance' invites applications for the following posts.

Sl. No.	Name of the posts	Department / Bhavana	Category
1.	Director of Studies, Educational Innovations and Rural Reconstruction	Visva-Bharati	UR
2.	Director of Culture and Cultural Relations	Rabindra Bhavana	UR
3.	Director of Physical Education, Sports, National Service and Student Welfare	Visva-Bharati	UR
4.	Director, Indira Gandhi Centre	Indira Gandhi Centre	UR
5.	Parichalaka (Director), Publishing Department	Grantha Vibhaga Kolkata	UR
6.	Registrar (Karma-Sachiva)	Visva-Bharati	UR
7.	Finance Officer (Vitta-Adhikari)	Visva-Bharati	UR
8.	Internal Audit Officer (On Deputation)	Visva-Bharati	UR

Note : Those who applied against **Adv't No. 1/2019 dated 14.01.2019 and 2/2019 dated 20.05.2019** will be automatically considered for this recruitment process. As such, they need not apply afresh against this advertisement. They may send updated bio-data, if they wish, with necessary supporting documents (Self attested).

PAY SCALE for **Sl. No. 1 to 7** : Level 14 with Entry Pay of Rs. 1,44,200/- as per 7th CPC Pay Matrix.

PAY SCALE for **Sl. No. 8** : Level 12 with Entry Pay Matrix of Rs. 78,800/- as per 7th CPC.

[The pay and conditions of deputation of the Officers selected will be regulated in accordance with Department of Personnel & Training OM No. 6/8/2009-Esst.(Pay II) dated 17.06.2010, as amended from time to time and other instructions of the Central Govt.]

AGE LIMIT

For Sl. No. 1 to 4: Preferably below 60 years.
 For Sl. No. 5 : Preferably below 55 years
 For Sl. No. 6 & 7: Preferably below 57 years
 For Sl. No. 8: Preferably below 56 years

(i) For Sl. No. 1 to 4: The tenure of the post of Directors is of five years or the incumbent attaining the age of 65 years whichever is earlier.

(ii) For Sl. No. 5: It's a senior management level, fixed tenure, administrative post; no teaching/research liability is attached. Tenure for the post is **5 (five)** years or the incumbent attaining the age of **60 (sixty years)**, whichever is earlier. The retirement age for the post is **60 (sixty years)**.

(iii) For Sl. No. 6 & 7: The tenure of the post of Registrar and Finance Officer is of five years duration, or the incumbent attaining the age of 62 years whichever is earlier.

Essential qualifications for Sl. No. 1 to 4 :-

Eminent scholar with published work of high quality, actively engaged in research, with ten years of experience in post-graduate teaching and / or experience in research in university/ national level institutions, including experience of guiding research at doctoral level. The teachers with 15 years of U.G. teaching / research experience may also be considered at the discretion of the university.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

Desirable Qualification For Sl. No. 3

He / She should have certificate in NSS / NCC (C-Certificate). He / She should be able to oversee the NCC / NSS activity.

Job Requirement for Sl. No. 1

The candidate should be an eminent personality and distinguished educationist with knowledge, experience and expertise in the field of Agriculture/Rural Extension activities / Social Work and should have experience in Educational Administration.

The person shall be responsible for organizing studies, educational innovations and academic programmes in the rural area adjacent to University and also programmes of rural reconstruction and thereby foster a link between the University and rural area. He /She shall also act as the Adhyaksha of the Vinaya Bhavana.

Job Requirement for Sl. No. 2

The person shall co-ordinate teaching and research on the ideals and works of Rabindranath Tagore, Indian Culture and its relation with the cultures of other countries, organize

dissemination, through various media, of the cultural treasures of Rabindranath Tagore in the field of Art, Literature and Music, be responsible for relationships with institutions and agencies of culture of India and abroad, be responsible for getting the works of Rabindranath Tagore translated into the languages of India and other countries and co-ordinate between the activities at Santiniketan and Sriniketan in respect of culture and cultural relations. He / She shall be responsible for maintenance of land and its buildings and also for administration and finances of Rabindra Bhavana, Uttarayana Complex and Ashrama area. He /She shall be responsible to create a complete Archives at the Tagore Memorial relating to Tagoreana and to work with the concerned departments of the University. He / she shall also act as the Adhyaksha of Rabindra Bhavana.

Job Requirement for Sl. No. 3

The candidate should be an eminent sports person or personality in the field of higher level planning and coordination of annual sports and athletic activities in school and university in the environment with experience of student welfare activities / management of residential students and counseling of students in University / equivalent Institution and should have experience in educational administration.

The person shall co-ordinate the activities at different campuses in respect of Physical Education, Sports, National Service and other activities where the students participate. He / She shall also act as the Dean of Student Welfare and oversee all the concerned field.

Essential Qualification for Sl. No. 5:

Master's Degree, with at least 55% marks or equivalent grading, in any subject preferably English/ Bengali/ Linguistics/ Mass Communication/ Journalism/ Media and Culture/ Sociology/ Psychology/ Printing Technology/ Advertising;

Desirable Qualification for Sl. No. 5 :

- (I) Ph.D or at-least 7-8 standard national/ international publications in publishing or related field.
- (II) P.G degree / diploma in publishing / book publishing/ editing/ publishing software (e.g. In Design)

Minimum Experience:

- i) **Essential:** Minimum 10 years of teaching (UG/PG)/ research/ professional / industrial experience in publishing and related fields. In case of a candidate serving Gov't/ autonomous body/ PSU/ University, at least 3 (three) years out of 10 (ten) years of experience as stated above, shall be in the Pay Band -3 of Rs.15600-39100 with G.P of Rs.7600(Pre-revised) (Pay Matrix level 12 of 7th CPC).

Note: Only senior management level experience in book editing/ production and/ or sales/marketing/promotion in a publishing house (public/private sector) of national/ international repute, shall qualify as 'professional / industrial experience' as referred to above.

In addition to normal employer's certificate(s), at least 2(two) references from distinguished writers/ editors/ publishers shall be necessary for substantiating such experience, if obtained from working in private publishing house(s).

ii) Desirable:

Proven knowledge on the life and works of Rabindranath Tagore and experience in publishing Tagore literature.

Job Requirements: *Granthana Vibhaga*, set up in 1923, is an important arm of Visva-Bharati. It is in the process of rejuvenation with active support from Ministry of HRD and UGC.

Parichalaka (Director) shall be responsible for overall supervision and control of its administration including editorial/ production, sales/ promotion functions. He/she is expected to enhance the image and value of the titles of Visva-Bharati's publications, maintaining a close liaison with Visva-Bharati's academic, research and outreach activities at the same time.

Granthana Vibhaga being a public funded publishing house, controlling of its purchase, stores, accounts and finances as per Gov't rules / orders/ policy will be an important aspect of the job requirements. Job requirements may change any time in accordance with the Visva-Bharati Act /Statutes/Regulations and office orders/ circulars in force.

Essential Qualification for Sl. No. 6 & 7

- a) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- b) At least 15 years of experience as Assistant Professor in the academic level 11 and above or with 8(eight) years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.
OR
- c) Comparable experience in research establishment and / or other institutions of higher education.
OR
- d) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

Desirable Qualification & Experience of Finance Officer :-

- i. ACA / AICWA / ACS/MBA (Finance)/ member of any organized Audit and Accounts Service (Group-A) of State or Central Government.
- ii. Experience of working in University system, in a senior administrative capacity.

Educational and other Qualifications for Sl. No. 8

Desirable : CA/CMA/MBA(Finance)

Minimum experience for Sl. No. 8

- (i) Officers belonging to Audit and Accounts Services or other similar organized Accounts Services in Central Govt./State Govt./Central

autonomous/State autonomous holding analogous posts on regular basis;

or

- (ii) With three years regular service in Pay Matrix: Level-11(7th CPC) or equivalent in the area of Audit and Accounts in any Central/State Govt. Department / Autonomous Bodies;

or

- (iii) With five years regular service in pay Matrix : Level-10(7th CPC) or equivalent in the area of Audit and Accounts in any Central/State Govt. Department / Autonomous bodies.

Period of Deputation : Initially for **three years**, may be extended as per GOI rules.

GENERAL CONDITIONS FOR THE RECRUITMENTS :

1. Visva-Bharati reserves the right not to fill up the vacancies if circumstances so warrant.
2. Candidates must fulfill essential qualification and experience on the date of application. All educational qualifications must have been obtained from recognized University/ Institute which are approved / recognition by the UGC / MHRD.
3. Essential qualification and experience prescribed are the minimum and mere possession of them will not entitle an applicant to be called in for interview. If the number of applications received is large and it is not convenient for the University to interview all applicants, the number of candidates shortlisted for interview may be subjected to a reasonable limit based on qualification and experience.
4. Age relaxation may be given as per Govt. of India rules.
5. Candidates belonging to reserved categories will be eligible for relaxation in percentage of marks, as per rules/ order applicable.
6. The post of Registrar and Finance Officer may also be filled up by deputation from employees serving in Govt. of India/State Govt./Autonomous bodies/Educational Institutions(Central or State funded) fulfilling the essential and desirable qualifications, following the Govt. of India guidelines for deputations.
7. University strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
8. Selected candidates are required to go through police verification before or after joining.
9. Appointees shall reside within the territorial jurisdiction of the University as declared in Visva-Bharati Act, 1951.

10. Candidates should enclose self attested copies of certificates towards the evidence of Age, Educational Qualifications, Caste Certificate, Physical Disability, Experience etc. with the applications.

11. Candidates already in employment of Gov't / autonomous body/ University/other Gov't funded bodies shall apply through proper channel (or submit formal '**No Objection Certificate**' during interview, if called for). They may however send an advance copy of the application.

12. Counting of past service, wherever applicable, as per Govt. of India rule for candidates already in service will not be allowed if application is not received through proper channel and release order, last pay certificate etc, are not submitted at the time of joining Visva-Bharati's service, if appointed.

13. Availability of Application Forms:

Application form can be downloaded from University website : (www.visva-bharati.ac.in) Prescribed application fee should be sent through online through SBI Collect Module under State Bank of India(See guideline given below). Generated receipt should be enclosed with filled up application form.

* Note: IPO / M O / e-transfer/ CRFS/ postage stamp/ revenue stamp etc will not be accepted.

Guidelines to send money through online through SBI collect module under State Bank of India.

1. Step 1 : Please type <https://www.onlinesbi.com>
2. Step 2 : Click **SB Collect** Classic version from home page
3. Click Check box to proceed for payment
4. Select State " West Bengal"
5. Select Corporate/Institution – " Educational Institution" + Go
6. Select " VISVA BHARATI UNIVERSITY"
7. Select Payment Category – " Misc Receipt"
8. Fill up all details in CAPITAL and Select Purpose of Deposit "Others"
9. Type at remarks in CAPITAL " APPLICATION ADVT 1/2020"
10. Take print out of payment receipt and send us.

[OR]

1. Step 1 : Please type

<https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=767104>

2. Click Check box to proceed for payment

3. Select Payment Category – “ Misc Receipt”

4. Fill up all details in CAPITAL and Select Purpose of Deposit “Others”

5. Type at remarks in CAPITAL “ APPLICATION ADVT 1/2020”

6. Take print out of payment receipt and send us.

14. Application fee (non refundable) for Academic Level 14 : **Rs. 2000/-**
For Academic Level 12 : **Rs. 1600/-**

15. SC/ST candidates shall pay only 25% of the above application fee. Physically handicapped candidates (handicapped 40% or above) are exempted from paying fee. Attested copy of certificate issued by appropriate authority is to be submitted for such concession / exemption.

16. Candidates called for interview / interaction shall not be paid any TA/DA.

17. Application sent by post / courier must be super scribed with adv't number and name of the post.

18. Application incomplete in any respect will be rejected without any reference. Canvassing in any form is strictly forbidden.

19. Candidates called for interview but staying abroad may attend interview through SKYPE.

20. Applicants are advised to read the advertisement very carefully and to ensure that they fulfill required qualification / experience etc.

21. Duly filled in original application (i) One set of self attested photocopies of mark sheet, certificates and other testimonials (ii) Two recent passport size photographs with applicants full signature at the bottom (iii) Receipt generated after payment through SBI Collect module of required value towards application fees (in case form is downloaded from website) shall be sent to the Assistant Registrar (Recruitment), Visva-Bharati, Santiniketan, Dist-Birbhum, Pin No. 731235, West Bengal.

22. In case of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Hon'ble High Court, Kolkata, West Bengal.

23. Addendum / deletion / corrigendum shall be posted on the University website only i.e. www.visva-bharati.ac.in

24. Last date for submission of filled-in application forms is **15th July (before 6.00 P.M.)**. The University will not be responsible for any postal delay. Applications received after last date will not be accepted.

Sd/-
Registrar (Acting)
Visva-Bharati

Santiniketan
Date: 20.06.2020

Website: www.visva-bharati.ac.in
Saturday and Sunday are weekly holidays in Visva-Bharati.

A**VISVA-BHARATI
SANTINIKETAN**Passport size
photograph**APPLICATION FORM FOR EMPLOYMENT
(For Assistant Lecturer and other non-teaching staff)**

1. Advertisement No. :-
2. Name of the post and Sl. No. :-
3. Pay Scale :
4. Applicant's Name (in block letters) :-
5. Gender : Male / Female / Transgender
6. Date of Birth and age :-
7. Address for communication :-
8. E-mail : Mobile Number :
9. Nationality :-
10. Whether belonging to SC / ST / O.B.C. /PWD :-
(Copies of evidence to be enclosed)
11. Father's / Husband's / Mother's/Gurdian's Name, Address and Occupation :-
(if dead, state last address and occupation before death)
12. Permanent address (in full) :-
with nearest Railway Station
13. Educational qualifications :

Examinations	Name of the Board / University	Year of passing	Percentage of marks of GPA Obtained	Division / Class / Grade	Subject(s)
High School/ Secondary Education					
Intermediate/ Pre-Univ/Plus 2					
B.A./B.Sc./B.Sc(ag)/B.Com/ B.Mus/B.Fine etc.					
M.A./M.Sc./M.Sc.(Ag) M.Muse/M.Fine etc.					
Other Degrees/ Diploma if any					
NET/SET/JRF (Attach copy of Certificate)					

14. Research Degree(s)

Degrees	Title	Date of award	University
M.Phil			
Ph.D/D.Phil			
D.Sc/D.Lit/Any other degrees.			

15. Research Experience (Post-Doctoral) [Please attach relevant documents]

Name of University/College/Institution	Post held/Designation with pay	From	To	Experience	Title of Research

16. Details of publication

Date of Publication	Title of the article/book-chapter/full-book	Name of the Co-authors, if any	Name of the Journal(if journal-article)/Book(if book-chapter)	ISSN/ISBN	Publisher, Volume, Number of pages.	Remarks

17. Particulars of experience in reverse chronological order (starting from present employment).

Name of Organization/Institution	Position held	Scale of pay & other allowances	Duration		Nature of work	Reason for leaving
			From (Date)	To (Date)		

18. Specify additional qualifications / experience :-
(Sports, Music, Literary and Social Activities etc.)

19. Award/Project/any other academic achievements :-

20. Special interest or hobbies, if any :-

21. Give name of the two referees, not related to you, with full address.

Name :	Name :
Occupation :	Occupation :
Address :	Address :
Phone No. :	Phone No. :
Fax :	Fax :
e-mail :	e-mail :

22. What other voluntary work may be expected from you, if appointed :-

23. Are you willing to accept the minimum initial :-
pay, if offered ? If no, state what is the lowest
initial pay that you would accept.
In case of pay protection submit L.P.C.

24. If appointed what notice period you require for joining the post. :

I declare that the above particulars are true and correct. Should any of the information / documents / statements turn out to be incorrect or false, the appointment is liable to be terminated.

Date

Signature of the Applicant

Note:

1. Where space provided in the form is found to be inadequate, annexure may be given quoting serial numbers under which additional information is supplied.
2. Visva-Bharati does not hold itself responsible to fill up the post advertised if the post advertised is not filled up.
3. One set of self attested copies of academic certificates, mark-sheets, caste certificate , proof of birth and other testimonials and two copies of recent photographs (passport size) should accompany the application, in all cases.
4. The University may raise the standard of qualification, experience etc. at its discretion.