



**Admission Coordination Cell  
Visva-Bharati, Santiniketan**

**Admission Notification for Candidates who have applied for  
Under-Graduate Courses under Employee Ward/Staff Quota of  
Visva-Bharati**

All candidates who have applied for Under-graduate Courses (except Sangit Bhavana & Vinaya Bhavana) under Employee Ward/Staff Quota of Visva-Bharati Santiniketan are requested to appear for counselling on 04.10.2021(Monday) at 10.00 A.M by Zoom Link which will be provided soon to the registered email Id of the applicant.

The following documents must be available in original with the applicant at the time of counselling:

- Mark sheet of all examinations passed
- Proof of Date of Birth/Age
- Photo Identity Proof

Apart from this, it is mandatory for the candidates to keep these documents:

- Valid Employee Identity Card

**Rules for staff-ward as per the resolution of agenda number 10 of Executive council, Visva-Bharati meeting held on 10.06.2020 (As noted in the Prospectus 2021 page 30-31):**

**i) 2% (two percent) of the existing seats in every department in both the Undergraduate and post-graduate level will be marked as supernumerary Staff ward quota subject to a minimum of 1(one) seat in each department.**

**ii) The staff concerned must be a permanent employee who is in service at the time of admission to the ward.**

**iii) The staff ward seeking admission must satisfy the minimum eligibility criteria for Visva-Bharati admission including any specific departmental criteria.**

**iv) The admission will be strictly in order of merit of the applicants under this quota.**

**\*Integrated students will not be eligible for reservation under the 'Staff-ward' Category.**

**The double benefit will not be entertained at any point in time.**



## Admission Coordination Cell, Visva-Bharati

Department/Bhavana	DATE OF COUNSELLING	REPORTING TIME
All Applicants who have applied under Employee quota/Staff Ward (Except Sangit & Vinaya Bhavana)	04.10.2021(Monday)	10.00 am onwards

**REMARKS: Zoom meeting link will be sent to the candidates called for counselling through their e-mail ID as provided by the candidate during form fill-up.**

Department/Bhavana	INTAKE	CALLING (Rank, According to Merit List)
All Applicants who have applied under Employee quota/Staff Ward (Except Sangit & Vinaya Bhavana)	2% (two percent) of the existing seats in every department in the Undergraduate level will be marked as supernumerary Staff ward quota subject to a minimum of 1(one) seat in each department. (Except Sangit & Vinaya Bhavana)	All Under Graduate Applicants applied under Employee quota/Staff Ward (Except Sangit & Vinaya Bhavana)

**\*\*Admission will be solely on basis of merit, subject to availability of seats and fulfillment of the Departmental Criteria. Calling for counselling based admission process does not guarantee admission.**

**Documents:**

Following documents in original must be kept ready by the candidates during counselling:

1. Documents mentioning Date of Birth issued by the component authority.
2. Certificates from appropriate Government authorities in case of SC/ST/OBC/PWD/EWS/Kashmiri Migrants certificates.
3. OBC certificate along with annual income certificate of parents to get facility of reservation under OBC category.
4. Valid certificate from government authorities for the differently abled (*divyangana*) candidates.
5. Progress Report /Mark Sheet of examinations.
6. Copy of online application form.
7. Valid Employee Identity Card

**Coordinator**  
**Admission Coordination Cell, Visva-Bharati**