

विश्वभारती
VISVA-BHARATI



ADVERTISEMENT NO : 2/2021 dated 28.01.2021

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.	Registrar (Karma-Sachiva)	Visva-Bharati	UR
2.	Finance Officer (Vitta-Adhikari)	Visva-Bharati	UR
3.	Principal (School Level)	Siksha-Satra Visva-Bharati	UR
4.	Internal Audit Officer (On Deputation)	Visva-Bharati	UR
5.	Chief Security Officer	Visva-Bharati	UR
6.	Estate Officer	Visva-Bharati	UR
7.	Assistant Engineer(Electrical)	Engineering Section /Visva Bharati	OBC
8.	Assistant Engineer(Civil / Water Works)	Engineering Section	UR
9.	Junior Engineer (Electrical)	Engineering Section	ST
10.	Junior Engineer (Civil/Water Works)	Engineering Section	UR
11.	Assistant Librarian	Library, Visva Bharati	UR
12.	Professional Assistant	Library, Visva Bharati	SC
13.	Semi Professional Assistant	Library, Visva Bharati	OBC
14.	System Programmer- 2 posts	Computer Centre / Visva-Bharati	a) OBC b) UR
15.	Data Entry Operator	Computer Centre / Visva-Bharati	UR
16.	Computer Assistant – 3 posts	Computer Centre / Visva-Bharati	UR- 3

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17.	Sanitary Inspector, Sanitation	Sanitary, Visva Bharati	UR
18.	Laboratory Assistant – 7 posts	Laboratory, Visva Bharati	i) OBC - 2 ii) UR- 4 iii) EWS-1
19.	Security Inspector, Watch & Ward Section	Watch & Ward, Visva Bharati	UR
20.	Field Organiser, Social Work	Social Work, Visva Bharati	UR

Note for post SI. No. 2 & 4 : Those who applied against **Adv't No. 1/2020 dated 20.06.2020** 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 SI. No. 1 & 2 : Level 14 with Entry Pay of Rs. 1,44,200/- as per 7th CPC Pay Matrix.

PAY SCALE for SI. No. 3, 4 & 5: Level 12 with Entry Pay Matrix of Rs. 78,800/- as per 7th CPC Pay Matrix.

[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.]

PAY SCALE for SI. No. 11 : Academic Level 10 with Entry Pay of Rs. 57,700/- as per 7th CPC Pay Matrix

PAY SCALE for SI. No.6,7,8, 14 : Level 10 with Entry Pay Matrix of Rs. 56,100/- as per 7th CPC Pay Matrix.


PAY SCALE for SI. No. 9,10,12 : Level 6 with Entry Pay Matrix of Rs. 35,400/- as per 7th CPC Pay Matrix.

PAY SCALE for SI. No.13, 15, 17, 19, 20: Level 5 with Entry Pay Matrix of Rs. 29,200/- as per 7th CPC Pay Matrix.

PAY SCALE for SI. No.16, 18: Level 4 with Entry Pay Matrix of Rs. 25,500/- as per 7th CPC Pay Matrix.

AGE LIMIT

For SI. No. 1 & 2: Preferably below 57 years
 For SI. No. 3: Minimum 35 years and maximum 50 years
 For SI. No. 4: Preferably below 56 years
 For SI. No. 5: Preferably below 50 years
 For SI. No. 6: Ordinarily below 35 years
 For SI. No. 7 & 8: 40 years
 For SI. No. 9,10,11,12,13,14,17,19,20 : 35 years
 For SI. No. 15,16 & 18 : 30 years



For SI. No. 1 & 2 : 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 Qualification for SI. No. 1 & 2

- 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.

Essential Qualification for SI. No. 3

A. Academic

- I) Master Degree from recognized university with at least 50 % marks in aggregate
- II) B. Ed or equivalent teaching degree

B. Experience

(a) Persons holding analogous posts or posts of Principals in Central /State Govt./ Autonomous organizations of Central /State Govt. in the Pay Band of Rs.15600-39100/- with Grade of pay of Rs. 7600/-

OR

(b) Vice-Principal/Assistant Education Officers in Central /State Govt. /Autonomous organizations of Central /State Govt. in the pay band of Rs. 15600-39100 with Grade pay of Rs. 5400 with combined services of 5(five) years as PGT and 2(two) year as Vice- Principal.

OR

(c) Persons holding posts of PGTs or Lecturer in Central /State Govt. /Autonomous organizations of Central /State Govt. in the pay band of Rs. 9300-34800 with Grade Pay of Rs. 4800 or equivalent with at least 8 years' regular service in the aforesaid grade.

OR

Signature

(d)15 years combined regular services as TGT in the Pay Band of Rs. 9300-34800 /- with Grade Pay of Rs. 4600/- and PGT in the Pay Band of Rs. 9300-34800/- with Grade Pay of Rs. 4800/- out of which 3(three) years as PGT.

Desirable qualification for post SI. No. 3

Knowledge on the life and work of Rabindranath Tagore the candidates should have the ability in written and spoken English as he / she has to play a key role in Viva Bharati administration and in disseminating Tagore's Philosophy of Education the candidate should be well versed in Educational Innovation, design of new course and curricula. Experience in working in residential school.

Educational and other Qualifications for SI. No. 4

Desirable : CA/CMA/MBA(Finance)

Minimum experience for SI. No. 4

- (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.

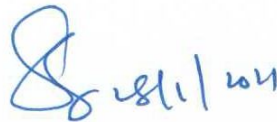
Period of Deputation : Initially for **three years**, may be extended as per GOI rules.

Essential Qualification for SI. No. 5

Post Graduate degree with at least 55% marks or its equivalent. At least 8 (Eight) years experience as officer in Army/Police /Central Para-Military Force /Watch & Ward or Security Service of any Govt./autonomous organization /PSU, of which minimum 5 years in the Pay Band -3 of Rs. 15,600 – 39,100/- with Grade Pay of Rs. 5,400/- (Pre-revised 6th CPC)

Desirable Qualification for SI. No. 5

- (i) Officers having experience in Infantry/State Police/CPMF/CRPF/CISF may be given preference.
- (ii) Applicants having at least one year training in fire safety from Govt. Institute may be given preference.



Essential Qualification for SI. No. 6

Post graduate degree from a recognized University, with at least 55% marks or its equivalent grade.

Desirable: Knowledge in the field of the land survey, valuation of movable properties, preparation and maintenance of all sorts of deeds / documents/ records / maps.

Experience for SI. No. 6:

At least 3(three) years experience in the Grade Pay of Rs. 4600/- & above or equivalent, knowledge in the field of land settlement, land reform, laws, rules and regulations of land, estate, property tax, rent, laws of municipal, rural, notified areas and panchayet areas.

Essential Qualification for SI. No. 7

B.E. or equivalent Degree in Electrical Engineering or D.E.E. or equivalent from recognized University/Institution.

Minimum Experience : For B.E. degree holder At least 3(three) years experience in equivalent capacity and in case of Diploma holders at least 10(ten) years experience in equivalent capacity in any State/Central Govt. Office or Autonomous Body/P.S.U./Reputed Private Industry/Organization. Shall have experience in working with Computers for both internal and external candidates.

Essential Qualification for SI. No. 8

B.E. in Civil Engineering or L.C.E./D.C.E. with 10 years' experience from recognized University/Institution.

Minimum Experience : For B.E. degree holder- At least 3(three) years experience in equivalent capacity and in case of Diploma holders at least 10(ten) years experience in equivalent capacity in any State/Central Govt. Office or Autonomous Body/P.S.U./Reputed Private Industry/Organization. Shall have experience in working with Computers for both internal and external candidates.

Essential Qualification for SI. No. 9

Diploma in Electrical Engineering from a recognized Institution.

Minimum Experience : At least 5(five) years' experience in equivalent capacity in any State/Central Govt. Office / Autonomous Body/P.S.U./Reputed Private Industry/Organization. Shall have experience in working with Computer applications (Applicable for both internal and external candidates).

Essential Qualification for SI. No. 10

Diploma in Civil Engineering from a recognized Institution.

Minimum Experience : At least 5(five) years' experience in equivalent capacity in any State/Central Govt. Office / Autonomous Body/P.S.U./Reputed Private Industry/Organization. Shall have experience in working with Computer applications in design and drawing (Applicable for both internal and external candidates).

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Essential Qualification for Sl. No. 11

As per the UGC latest guidelines which is at present

- i. A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point scale wherever the grading system is followed)
- ii. A consistently good academic record, with knowledge of computerization of a Library.
- iii. Beside fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-Laws/Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions :-

- a) The Ph.D. degree of the candidate has been awarded in the regular mode
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any similar agency.

Note :

- (i) The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.
- (ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

Job Description : R.C.P. rule of the University.

Essential Qualification for Sl. No. 12

- a) 50% marks (45% in case of SC & ST) in Master degree with B.L.I.S. or its equivalent degree or Bachelors' degree with MLIS or its equivalent degree with 50% marks (45% in case of SC & ST).

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- b) Knowledge and experience of acquisition of books, periodicals, cataloguing, documentation, circulation, computer applications in Library and Information Service, etc.

Desirable : Knowledge of any one of the languages; Arabic /Oriya/ Marathi/ Tamil/ Chinese/Hindi/Santhal/Assamese/Urdu/Persian/German/Russian/Italian/French/Japanese/etc.

Job Description : R.C.P. rule of the University.

Essential Qualification for SI. No. 13

Bachelor's degree in any discipline and B.L.I.S. or its equivalent degree from a recognized Institution with 50% marks (45% for SC & ST).

Desirable : a) Knowledge and experience of acquisition of books, periodicals, cataloguing, documentation, circulation, computer application for Library and Information activities.

- b) Knowledge of any one of the languages; Arabic /Oriya/ Marathi/ Tamil/ Chinese/Hindi/Santhal/Assamese/Urdu/Persian/German/Russian/Italian/French/Japanese/etc.

Job Description : R.C.P. rule of the University.

Essential Qualification for SI. No. 14

B.E./B.Tech in Computer Science & Engg./Electronics & Telecommunications /Information Technology or MCA or Equivalent Degree from a recognized University or Institute with 55% of marks & above.

Minimum Experience:

At least 03(three) years working experience in cloud computing (AWS/AZURE etc.), networking, Software development, Hardware maintenance, managing large cluster / heterogeneous server / proficiency in JAVA, SQL, PYTHON etc in recognised organisation / Institution.

Essential Qualification for SI. No. 15

B.Sc.(Hons) in Computer Science/BCA from a recognized Institute.


Minimum Experience : At least 2 years' experience in operation of Multi-User Computer System, knowledge of creation and maintenance of data base in Govt. Organisation/Semi Govt. Organisation/PSU.

Essential Qualification for SI. No. 16

Science Graduate with Computer Science as combination subject/BCA from a recognised Institute.

Essential Qualification for SI. No. 17

- (i) Graduate in any discipline with Diploma in Public Health & Hygiene from a Government recognized Institute.

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Or

(ii) Degree in Public Health & Hygiene from a Government recognized Institute.

Minimum Experience : At least 2 (two) years of service as Sanitary Supervisor in Govt. or Semi Govt. Organization.

Essential Qualification for Sl. No. 18

B.Sc. from recognised University

Essential Qualification for Sl. No. 19

A good Bachelor's degree or equivalent from a recognised Institution.

Minimum Experience : Experience of working in a Watch & Ward Deptt. Of any Government / Autonomous organization for at least 8 years.

Or,

An Ex-Military Serviceman(Army/Navy/Air-force) or Ex-Police / Ex-Para Military personnel.

Desirable : Must have two wheelers driving licence.

Essential Qualification for Sl. No. 20

A good Master's degree in Social Work preceded by B.S.W. Hons./B.Sc. Hons. From a recognized University.

Minimum Experience : At least five years field work experience, experience in planning and organizing field placement and field work of students at the undergraduate and post graduate levels.

Desirable : Shall have active interest in activities including participation in the function and festivals of the department / University.

GENERAL CONDITIONS FOR THE RECRUITMENTS :

1. Visva-Bharati reserves the right not to fill up the vacancies if circumstances so warrant.
2. Candidates must fulfil 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 / MOE.
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.

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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.visvabharati.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.

 28/1/2014

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 2/2021"
10. Take print out of payment receipt and send us.

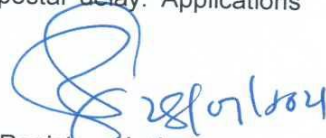
[OR]

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 2/2021"
 6. Take print out of payment receipt and send us.
14. Application fee (non refundable) for Level 14 : **Rs. 2000/-**, For Level 12 : **Rs. 1600/-**
For Level 10 : **Rs. 1200/-**, For Level 6 : **Rs. 1000/-** , For Level 5 & 4 : **Rs. 500/-**
15. Women candidates and 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. SC/ST candidate shall pay only 25% of the above application fee.
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.

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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, Calcutta, West Bengal.
23. Addendum / deletion / corrigendum shall be posted on the University website only i.e. www.visvabharati.ac.in
24. Last date for submission of filled-in application forms is **27th February, 2021 (before 6.00 P.M.)**. The University will not be responsible for any postal delay. Applications received after last date will not be accepted.

Santiniketan
Date: 28.01.2021


Registrar (Acting)
Visva-Bharati

Website: www.visvabharati.ac.in
Sunday are weekly holiday 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.