

বিশ্বভারতী
विश्वभारती
VISVA-BHARATI



ADVERTISEMENT NO: 01/2025 dated 24.04.2025

Visva-Bharati, a Central University and an 'institution of national importance' invites applications for the following statutory/administrative posts.

Sl.No.	Name of the posts	Category
1.	Director of Studies, Educational Innovations and Rural Reconstruction	UR
2.	Director of Culture and Cultural Relations	UR
3.	Registrar (Karma-Sachiva) (Tenure Post)	UR
4.	Finance Officer (Vitta-Adhikari) (Tenure Post)	UR
5.	Internal Audit Officer (On Deputation)	UR

Note: Previous advertisements published in 2019, 2020, 2021, 2022 and also the advertisement number 1/2023 dated 17.04.2023 for these statutory / administrative posts of the University are hereby declared as cancelled. The candidates who applied earlier for these posts may apply afresh. Those who applied earlier and paid the prescribed fees are exempted from payment of fees on submission of the copy of valid receipt for payment.

PAY SCALE for Sl. No. 1 to 4: Level 14 with Entry Pay of Rs. 1,44,200/- as per 7th CPC Pay Matrix.

PAY SCALE for Sl. No. 5: Level 12 with Entry Pay 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.]

AGE LIMIT

For Sl. No. 1 and 2 : Preferably below 60 years
For Sl. No. 3 and 4 : Preferably below 57 years
For Sl. No. 5 : Not exceeding 56 years



TENURE

- i) **For Sl. No. 1 and 2:** The tenure of appointment for the post of Directors is of five years or till the incumbent attaining the age of 65 years, whichever is earlier.
- ii) **For Sl. No. 3 and 4:** The tenure of appointment for the post of Registrar and Finance Officer is of five years duration, or till the incumbent attaining the age of 62 years, whichever is earlier.

Essential qualifications for Sl. No. 1 and 2 :

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.

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 the University and also programmes of rural reconstruction and thereby foster a link between the University and rural areas. He / She shall also act as the Adhyaksha of the Vinaya-Bhavana (Institute of Education).

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 the 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.

Essential Qualification for Registrar and Finance Officer Sl. No. 3 and 4

- i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishment and / or other institutions of higher education.

OR

15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

Desirable Qualification & Experience For Sl. No. 4 (Finance Officer)

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

Essential and Desirable Qualification, Experience etc for Internal Audit Officer (on Deputation): Sl. No. 5

Deputation: By drawing 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

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

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.

Desirable Qualification: CA / CMA / MBA (Finance).

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



GENERAL CONDITIONS FOR THESE RECRUITMENTS :

1. Visva-Bharati reserves the right not to fill up the vacancies if circumstances so warrant.
2. The University reserves the right to withdraw this advertisement, either partly or wholly, at any time without assigning any reason.
3. 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 / recognized by the UGC / MoE.
4. 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.
5. Age relaxation may be given to the applicants already working in the University system as per Govt. of India / UGC rules / regulation / orders etc. applicable to these posts.
6. Candidates belonging to reserved categories will be eligible for relaxation in the percentage of marks and also in age, as per Gov't of India / UGC rules / orders issued from time to time.

However, SC/ST/OBC(NCL) / PWD candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories. That is, reserved category candidates SC / ST / OBC(NCL) / PWD who avail age relaxation applicable in their cases, will be considered only for reserved vacancies of the category to which they belong even if they have the merit to be considered otherwise for UR posts.

7. Caste / Category Certificate

- i) Candidates applying under any of the reserved categories viz. SC / ST / OBC (NCL) will be considered subject to submission of valid Caste Certificates on a prescribed format issued by the competent authority. The vacancies are being advertised in financial year 2025-2026, therefore, valid NCL-OBC certificate issued on or after 01.04.2025 will be considered valid. Candidates who have NCL-OBC certificate issued before 01.04.2025 will not be considered for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the form as provided by the DoP&T vide O.M.36036/2/2013-Estt.(Res) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2013-Estt.(Res-I) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central list of Govt. of India. Their Sub-caste should also match with the entries in Central list of OBC, failing which their candidature as OBC candidate will not be considered. They will however be treated as UR candidate. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer. The certificate submitted should be digitally verifiable.
- ii) In case the applicant wants to claim benefits under PWD category, the applicant's relevant disability should not be less than 40%. Proof to this effect in the form of a valid Disability Certificate must be submitted / uploaded with the application.



8. The posts of Registrar and Finance Officer may also be filled up by deputation from eligible officers 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.

9. The University strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

10. Selected candidates will be required to go through police verification before or after joining. Selection / Appointment will be liable to be cancelled in case police verification report is not satisfactory.

11. Appointees shall reside within the territorial jurisdiction of the University as declared in the Visva-Bharati Act, 1951.

12. Applicants should upload self attested copies of testimonials towards evidence of age, educational qualifications, caste certificate, physical disability, past service experience etc. with the applications.

13. Candidates already in the employment of Gov't / autonomous body/ University / other Gov't funded bodies shall apply through proper channel i.e., they will submit 'No Objection Certificate' along with the online application, and produce the original NOC during interview.

14. Counting of past service, wherever applicable, as per Govt. of India Rules, for a candidate already in service will be allowed only if the application is received through proper channel and proper release order, last pay certificate etc. are submitted at the time of joining.

15. The candidates are advised to apply through the Samarth Portal (<https://visvabharatint.samarth.edu.in>)

16. Application fee (non refundable) for posts in Level 14: Rs. 2,000/-
For posts in Level 12: Rs. 1,600/-

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

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

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

20. Candidates called for interview but staying abroad may attend interview through SKYPE or any other audio visual link, as would be permitted by the University.



21. Applicants are advised to read the advertisement very carefully and to ensure that they fulfill required qualification / experience etc.
22. **An advance hard copy of the application with all self attested documents shall be sent to the Assistant Registrar (Recruitment), Visva-Bharati, Santiniketan, Dist-Birbhum, Pin No. 731235, West Bengal by 26th May, 2025, 18:00 P.M.**
23. In case of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Hon'ble Calcutta High Court, West Bengal.
24. Addendum / deletion / corrigendum, if any, will be posted on the University website only i.e. www.visva-bharati.ac.in
25. **The closing date / time of applying online will be 26th May 2025, 11:59 P.M.**

Santiniketan
Date: 24.04.2025




Registrar (Acting)
Visva-Bharati
कुलसचिव (कार्यवाहक)
विश्वभारती
Registrar (Acting)
Visva-Bharati

Click here for advertisement details

www.visva-bharati.ac.in

Saturday and Sunday are weekly holidays in Visva-Bharati.

Last date of online application
26th May, 2025, 11:59 P.M.

Apply through the link;
<https://visvabharatint.samarth.edu.in>