

**VISVA-BHARATI
SANTINIKETAN**



ADVERTISEMENT NO : 1/2022 dated 09.06.2022

Visva-Bharati, a Central University and an Institution 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

PAY SCALE for Sl. No. 1 & 2 : Level 14 with Entry Pay of Rs. 1,44,200/- as per 7th CPC Pay Matrix.

AGE LIMIT

For Sl. No. 1 & 2: Preferably below 57 years

For Sl. 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 Sl. 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.

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 / 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.
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. 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. SelectState“ West Bengal”
5. Select Corporate/Institution – “ Educational Institution” + Go
6. Select “ VISVABHARATIUNIVERSITY”
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 1/2022”
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 1/2022”
6. Take print out of payment receipt and send us.
13. Application fee (non refundable) For Level 14 : **Rs. 2000/-**
14. Women applicants and PWD applicants (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.
15. Candidates called for interview / interaction shall not be paid any TA/DA.
16. Application sent by post / courier must be super scribed with adv't number and name of the post.
17. Application incomplete in any respect will be rejected without any reference. Canvassing in any form is strictly forbidden.
18. Candidates called for interview but staying abroad may attend interview through SKYPE.
19. Applicants are advised to read the advertisement very carefully and to ensure that they fulfill required qualification / experience etc.
20. 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.
21. 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.
22. Addendum / deletion / corrigendum shall be posted on the University website only i.e. www.visva-bharati.ac.in

23. Last date for submission of filled-in application forms is **30.06.2022 (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: 09.06.2022


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

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 :

Occupation :

Address :

Phone No. :

Fax :

e-mail :

Name :

Occupation :

Address :

Phone No. :

Fax :

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.