

विश्वभारती
VISVA-BHARATI



SANTINIKETAN

Last date of online application
16 May 2023, 11.59pm

Apply through the link;
<https://vbharati-rec.nta.ac.in/>

Advertisement No. 1/2023 dated 17/04/2023

Visva-Bharati, an Institution of National Importance, functions as a unitary teaching and residential Central University established by the Visva-Bharati Act 1951 (Central Act No.XXIX of 1951).

Visva-Bharati invites applications from eligible candidates for the following administrative/ non-teaching/ library cadre posts including some statutory positions in the pay levels (VII CPC) indicated against each post along with usual allowances as admissible as per Government of India/ UGC Rules and Orders.

Sl. No.	Name of the post	Group / Pay Level	No. of post (s)	Category					
				UR	EWS	OBC	SC	ST	PWD
01.	Registrar (tenure post)	Group A Level -14	01	01	-	-	-	-	-
02.	Finance Officer (tenure post)	Group A Level -14	01	01	-	-	-	-	-
03.	Librarian	Group A Academic Level -14	01	01	-	-	-	-	-
04.	Deputy Registrar	Group A Level -12	01	01	-	-	-	-	-
05.	Internal Audit Officer (Deputation)	Group A Level 12	01	01	-	-	-	-	-
06.	Assistant Librarian	Group A Academic Level -10	06	03	-	02	01	-	-
07.	Assistant Registrar	Group A Level -10	02	01	01	-	-	-	-
08.	Section Officer	Group B Level -7	04	02	-	02	-	-	-
09.	Assistant/Senior Assistant ¹	Group B Level -6	05	03	-	01	-	01	-
10.	Upper Division Clerk/Office Assistant ²	Group C Level -4	29	12	02	06	07	01	01 VD
11.	Lower Division Clerk/Junior Office Assistant cum Typist ³	Group C Level -2	99	36	10	22	22	05	04 VD -1 HD-1 OD-1 MD -1
12.	Multi-Tasking Staff (MTS)	Group C Level -1	405	177	40	89	70	13	16 VD/HD/ OD/MD/ - 4 each

13.	Professional Assistant	Group B Level -6	05	04	-	-	01	-	-
14.	Semi Professional Assistant	Group C Level -5	04	02	-	01	01	-	-
15.	Library Assistant	Group C Level 4	01	01	-	-	-	-	-
16.	Library Attendant	Group C Level 1	30	12	03	06	06	02	01 OD
17.	Laboratory Assistant	Group C Level 4	16	07	01	04	03	-	01 MD
18.	Laboratory Attendant	Group C Level 1	45	17	04	10	10	02	02 VD 1, HD 1
19.	Assistant Engineer (Electrical)	Group B Level -7	01	-	-	01	-	-	-
20.	Assistant Engineer (Civil)	Group B Level -7	01	01	-	-	-	-	-
21.	Junior Engineer (Civil)	Group B Level -6	09	04	01	04	-	-	-
22.	Junior Engineer (Electrical)	Group B Level -6	01	-	-	01	-	-	-
23.	Private Secretary/PA Level-B ⁴	Group B Level -7	07	04	-	02	01	-	-
24.	Personal Assistant/ PA Level -C ⁵	Group B Level -6	08	05	-	02	01	-	-
25.	Stenographer	Group C Level 4	02	02	-	-	-	-	-
26.	Senior Technical Assistant	Group B Level -6	02	02	-	-	-	-	-
27.	Technical Assistant	Group C Level -5	17	08	01	03	03	01	01 HD
28.	Security Inspector	Group C Level -5	01	01	-	-	-	-	-
29.	Senior System Analyst	Group 'A' Level -12	01	01	-	-	-	-	-
30.	System Programmer	Group 'A' Level -10	03	02	-	01	-	-	-
Total			709	Tentative					
			vacancy						

Explanations - 1, 2, 3, 4 & 5: Under redesignation

Nature of Physical Disabilities: VD=Visual Disability, HD=Hearing Disability, OD=Orthopedic Disability, MD=Multiple Disability.

Note: (i) Number of vacancies declared is tentative and may increase or decrease. The University will prepare panels at multiples of the exact vacancies. Appointments will be made out of the panel as long as it is valid.

(ii) Previous advertisements published in 2019, 2020, 2021 & 2022 for statutory/ administrative/ non-teaching/ library cadres posts of the University are hereby declared as cancelled/ withdrawn in view of adoption/ implementation of UGC's Model Cadre

Recruitment Rules for Central Universities notified vide F.No.7-1/2022(JCRC) dated 27th September, 2022. The candidates who applied earlier for these posts may apply afresh.

- (iii) 5% of the Group 'C' level posts including technical posts (Level-1 & 2) will be reserved for eligible applicants under compassionate grounds. The University may however, require such eligible applicants to come through the written test/skill test/practical and or other selection method to be conducted by the NTA/University or any other agency. Details regarding appointment of candidates under "compassionate grounds" will be notified later on.

DETAILS OF PAY SCALES

Sl. No.	GROUP	7 TH CPC PAY MATRIX	CORE PAY SCALE AS PER 6 TH CPC
01.	A	Academic Level 14	Rs. 37400-67000/- AGP 10,000/-
02.	A	Academic Level 10	Rs. 15600-/39100/-AGP 6000/-
03.	A	Level -14	Rs. 37400-67000/- GP 10,000/-
04.	A	Level 12	Rs. 15600-39100/-GP 7600/-
05.	A	Level 10	Rs. 15600-39100/-GP 5400/-
06.	B	Level 7	Rs. 9300-34800/- GP 4600/-
07.	B	Level 6	Rs. 9300-34800/- GP 4200/-
08.	C	Level 5	Rs. 5200-20200/- GP 2800/-
09.	C	Level 4	Rs. 5200-20200/- GP 2400/-
10.	C	Level 2	Rs. 5200-20200/- GP 1900/-
11.	C	Level 1	Rs. 5200-20200/- GP 1800/-

Note:Candidates appointed through this recruitment process will be governed by the NPS, unless specifically permitted to be placed under GPF-cum-Pension-cum-Gratuity Scheme of the University, as per Government of India/ UGC Rules and Orders etc regarding counting of past service.



Age Limits for applicants

Pay Level	Age limit	Remarks
Pay Level-14/ Academic Level-14	Preferably below 57 years	For the post of Registrar, Finance Officer and Librarian
Pay Level-12	50 years	For the post of Deputy Registrar and Senior System Analyst
Pay Level-12	56 years	For the post of Internal Audit Officer (on deputation)
Academic Level -10 & Pay Level-10	40 years	Other Group 'A' posts
Pay Level- 7 & 6	35 years	Group 'B' posts
Pay Level- 1, 2, 4 and 5	32 years	All Group 'C' posts

ELIGIBILITY CRITERIA

1.Registrar (tenure post)

Essential Qualification:

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 in an equivalent post.

Tenure: 5(Five) years or till attaining the age of superannuation i.e., 62 years, whichever is earlier.

2. Finance Officer (tenure post)

Essential Qualification:

- 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.

Tenure: 5(Five) years or till attaining the age of superannuation i.e., 62 years, whichever is earlier.

03.Librarian

Essential Qualification:

- i) A Master's Degree in Library Science / Information Science / Documentation Science with at least 55% or marks or an equivalent grade in a point scale wherever the grading system is followed.
- ii) A Ph. D. Degree in library science / information science / documentation / archives and manuscript keeping.
- iii) At least 10 years as a Librarian at any level in University Library or ten years of teaching as Assistant /Associate Professor in Library Science or ten years' experience as a College Librarian.
- iv) Evidence of Innovative Library services, including the integration of ICT in a library.

Note: Selection process will be based on **UGC Regulations 2018**.

4.Deputy Registrar

Essential Qualification:

- 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) 5(five) years of administrative experience as Assistant Registrar or in an equivalent post in the Pay Level 10(VII CPC) or above.

Note: In case of candidates availing deputation/immediate absorption condition, the essential qualification will be as under:

Officers holding analogous posts on regular basis or with five years regular service in pay level 11 or with eight years regular service in pay level 10 in the Central / State Government, Universities and other autonomous organizations.

Note: Selection will be based on written test/skill test and interview.

05. Internal Audit Officer (On Deputation)

Deputation: Officers belonging to Audit and Accounts Services or other similar organized Accounts Services in Central / State Govt., holding analogous posts on regular basis.

OR

Officers with three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department /Autonomous Body.

OR

Officers with five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department /Autonomous Body.

Note: Selection will be based on written test/skill test and interview.

06. Assistant Librarian

Essential Qualification:

- i) A Master's degree in Library Science or Information Science or Documentation Science or an equivalent professional degree, with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed).
- ii) A consistently good academic record, with knowledge of computerization of a Library.
- iii) Besides 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 Institutions 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 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 other 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 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.

Note: Selection process will be based on UGC Regulations 2018.

07. Assistant Registrar

Essential Qualification:

- i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

Note: Selection will be based on an all-India open competition by conducting a written test and interview.

08. Section Officer

Essential Qualification:

- i) A Bachelor's degree in any discipline from any recognized Institute / University.
- ii) Three years' experience as Assistant/Senior Assistant in the Pay Level 6(VII CPC) or eight years as UDC/Office Assistant in Pay Level 4 (VII CPC) in any Central / State Govt. / University /PSU and other Central or State Autonomous Institution or holding equivalent position in any reputed private company / bank with an annual turnover of Rs. 200 (two hundred) crores or more.
- iii) Proficiency in computer operation, note writing and drafting.

Note: Selection will be based on written test and skill test

09. Assistant/Senior Assistant

Essential Qualification:

- i) Bachelor's Degree from a recognized University / Institution.
- ii) Three years' experience as UDC/Office Assistant or equivalent in Pay Level 4 (VII CPC) in Central / State Government / University /PSU and other Central or State Autonomous Bodies or equivalent pay package in any reputed private company / corporate bank with a minimum annual turnover of Rs. 200 (two hundred) crores.
- iii) Proficiency in Typing, Computer applications, note writing and drafting.

Note: Selection will be based on written test and skill test

10. Upper Division Clerk/ Office Assistant

Essential Qualification:

- i) A Bachelor's degree from a recognized Institute / University.
- ii) Two years' experience as Lower Division Clerk/Junior Office Assistant cum Typist /Equivalent post in Pay Level 2(VII CPC) in University/Research Establishment /Central or State Govt /PSU/ Autonomous Body or equivalent pay package in a reputed private company /corporate bank with a minimum annual turnover of Rs. 200 (two hundred) Crores.
- iii) Speed in English Typing @35 wpm
- iv) Proficiency in computer operations.

Note: Selection will be based on written test and skill test

11. Lower Division Clerk/Junior Office Assistant cum Typist

Essential Qualification:

- i) A Bachelor's Degree from any recognized Institute /University
- ii) English Typing @35 wpm (35 wpm corresponding to 10500KDPH on an average of 5 Key depressions for each work)
- iii) Proficiency in Computer Operations.

Note: Selection will be through written test and skill test in various components of MS Office particularly in MS Word, MS Excel etc.

12. Multi-Tasking Staff (MTS)

Essential Qualification:

- (i) 10th Pass from a recognized Board Or ITI Pass (from a Government recognized ITI)

Note: Selection will be through written test and trade test/skill test (as would be decided by the University/agency).

13. Professional Assistant

Essential Qualification:

1. Master's Degree in Library & Information Science from any recognized University /Institution with 02 years' experience in the relevant field in a University / Research Establishment / Central /State Govt. / PSU and Library of other autonomous Institutions.

OR

Bachelor's Degree in Library/Library and Information Science from any recognized Institute / University with 03 years' experience in the relevant field in a University /Research Establishment / Central /State Govt. / PSU and Library of other autonomous Institutions.

2. Knowledge of computer applications.

Note: Selection will be based on written test and also skill test if decided by the University/agency.

14. Semi Professional Assistant

Essential Qualification:

1. Master's Degree in Library Science and Information Science from any recognized University /Institution.

Or

Bachelor's Degree in Library/Library and Information Science from a recognized Institute/University with two years relevant experience in a University /Research Establishment / Central /State Govt. /PSU/ Autonomous Institutions.

Note : Selection will be based on written test and also skill test if decided by the University/agency.

15. Library Assistant

Essential Qualification:

i) Bachelor's degree in Library & Information Science or equivalent from a recognized University.

ii) Typing speed of 30 words per minute in English

iii) Knowledge of Computer Applications.

Note : Selection will be based on written test and skill test



16. Library Attendant

Essential Qualification:

- i) Passed in 10+2 or its equivalent examination from a recognized Board.
- ii) Certificate course in Library Science from a recognized institution.
- iii) One year experience in a University /College / Educational institution Library.
- iv) Basic knowledge of computer applications.

Note: Selection will be based on written test and also skill test if decided by the University/agency.

17. Laboratory Assistant

Essential Qualification

Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific instruments in a Laboratory. However, the relevant subject will be as decided by university as per the functional requirement of the department concerned.

The experience should be in University /Research Establishment /Central /State Govt./ PSU and other autonomous bodies or a private organization of repute with an annual turnover of Rs. 200 (two hundred) crores or more.

Note : Selection will be based on written test and also skill test if decided by the University/agency.

18. Laboratory Attendant

Essential Qualification:

10+2 pass in science stream from any recognized Central /State Board

Or

10th Pass from any recognized Central / State Board with Science as one of the subjects and passed in skill certificate programme in Laboratory Technology from a recognized institute.

Note : Selection will be based on written test and trade test



19. Assistant Engineer (Electrical)

Essential Qualification

- i) First Class Bachelor's Degree in relevant field from a recognized Institute / University or equivalent.
- ii) Three years' experience in the relevant field as Junior Engineer or equivalent in State Government PWD services or similar organized services / Statutory or Autonomous organization/University System or reputed private organizations with an annual turnover of at least Rs. 200 (two hundred) crore or more.

Note: Selection will be based on written test and also skill test if decided by the University/agency.

20. Assistant Engineer (Civil)

Essential Qualification:

- i) First Class Bachelor's Degree in relevant field from a recognized Institute / University or Equivalent.
- ii) Three years' experience in the relevant field as Junior Engineer or equivalent in State Government PWD services or similar organized services / Statutory or Autonomous organization/University System or reputed private organizations with an annual turnover of at least Rs. 200 (two hundred) crore or more.

Note: Selection will be based on written test and also skill test if decided by the University/agency.

21. Junior Engineer (Civil)

Essential Qualification:

Bachelor's Degree of Engineering / Technology in relevant field from a recognized Institute / University with one-year relevant experience.

OR

Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD /State PWD or Similar Organized Services/Statutory or Autonomous Organizations /Central /State Universities /Autonomous Institutions or reputed private construction company with an annual turnover of at least Rs. 200 (two hundred) crore or more.

Note: Selection will be based on written test and also skill test if decided by the University/agency.

22. Junior Engineer (Electrical)

Essential Qualification:

Bachelor's Degree of Engineering / Technology in relevant field from a recognized Institute / University with one-year relevant experience.

OR

Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD /State PWD or Similar Organized Services/Statutory or Autonomous Organizations /Central /State Universities /Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs. 200/- Crores or more.

Note :- Selection will be based on written test and also skill test if decided by the University/agency.

23.Private Secretary/ PA Level-B

Essential Qualification:

- 1.A Bachelor's Degree from a recognized University / Institute.
- 2.At least 03 years' experience as Personal Assistant or 5 years as Stenographer in a University /Research establishment /Central /State Govt. /PSU and other autonomous bodies.
- 3.English Stenography speed: 120 w.p.m in English
- 4.English Typing speed: 35 w.p.m in English
- 5.Knowledge of computer applications.

Skill Test Norms on Computer:

Dictation: 10 minutes @ 120 w.p.m. in English
Transcription: 50 minutes (English)

Desirable:

Proficiency in English & good written and verbal communication skills.

Note: Selection will be based on written test and skill test

24. Personal Assistant/PA Level-C

Essential Qualification

1. A Bachelor's Degree in any discipline from any recognized Institute / University.
- 2.Proficiency in Stenography in English with minimum speed of 100 w.p.m
- 3.Proficiency in Typing in English with minimum speed of 35.
- 4.Knowledge of Computer Applications.

5. Two years' experience as Stenographer or equivalent in Central State Govt. Organizations /University Research Institution or Central /State autonomous Institution /reputed private Institutions having a turnover 200 (two hundred) crore or more.

Desirable: - Proficiency in English and good communication skills.

Skill Test Norms on Computer:

Dictation: 10 minutes @ 100 w.p.m.

Transcription: 40 minutes English.

Note: Selection will be based on written test and skill test

25. Stenographer

Essential Qualification:

1. A Bachelor's Degree in any discipline from any recognized Institute / University.
2. Proficiency in Stenography in English with minimum speed of 80 w.p.m.
3. Proficiency in Typing in English with minimum speed of 35w.p.m.
4. Knowledge of Computer Applications.

Desirable Qualifications: Proficiency in English and good written and verbal communication skills.

Skill Test Norms on Computer: Dictation: 10 minutes @ 80 w.p.m.

Transcription: 50 minutes English

Note: Selection will be based on written test and skill test

26. Senior Technical Assistant[(i) Audio Visual-1(ii) Continuing Education-1]

Essential Qualification:

Master's Degree in the relevant subject with at least two years' experience in relevant field.

OR

First Class Bachelor's Degree in the relevant subject with minimum five years of working and maintenance experience of sophisticated scientific Instruments in the audio visual unit/ continuing education as will be applicable as per the functional requirement of the department concerned.

The experience should be in University /Research establishment /Central /State Govt. /PSU and other autonomous bodies or Private organization of repute with annual turnover of Rs. 200 (two hundred) crore or more.

Note: Selection will be based on written test, skill test, practical/trade test

27. Technical Assistant [(i)Rabindra Bhavana-2(ii)Audio Visual -1(iii)Social Work-1(iv)Brati-1(v)CIT-1(vi) Laboratory-2(vii)MSS-1(viii)Printing & Dying-1 (ix)Rural Development-2(x)Soil Testing Laboratory-1(xi)Store-1(xii)Welding-2(xiii)Adult & Non-Formal Education-1]

Essential Qualification:

Bachelor's degree in the relevant subject with minimum three years of working and maintenance/operation experience of relevant Scientific Instruments in the Laboratory/archive/store/press/audio visual unit etc as will be applicable as per the functional requirement of the department concerned.

The experience should be in University /Research establishment /Central /State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of Rs. 200 (two hundred) crore or more.

Note: Selection will be based on written test, skill test, practical/trade test

28.Security Inspector

Essential Qualification:

(i) Bachelor's degree from a recognized University /Institution with three years' experience as Security Supervisor /Supervisory Position in Security in a Govt. Office, Educational Institute /Private Organization of repute with an annual turnover of at least Rs. 200 (two hundred) crore.

Or

(ii) Persons who have served in the Army or such Uniformed service with at least Class 10th standard pass or Army Class I examination or an equivalent examination.

and

(iii) Holding a valid Driving License (LMV /Motor cycle)

Note: Selection will be based on written test and skill test

29. Senior System Analyst:

Essential Qualification:

B.E./B.Tech. (Computer Science & Engineering) with at least 55% of marks from a recognized University/institution and 9 years of experience of extensive programming and system management in a recognized/reputed Public/ PSU/private organization.

Or

M.Sc. (Computer Science) /MCA/ M.Tech.(Computer Science & Engineering) with 55% of marks from a recognized University/institution and 8 years' experience of extensive programming and system management in a recognized/reputed Public/PSU/Private organization.

Note: Selection will be based on written test and also skill test if decided by the University/agency.

30.System Programmer:

Essential Qualification:

1. B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering from a recognized University/institution.
2. 05 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PSU Private organization.

Or

3. M.E./M.Tech.in Computer Science & Engineering/Electronics Engineering/M.Sc. Computer Science/MCA from a recognized University/institution.
1. 03 years' programming experience in languages like C/C++/JAVA etc. databases: mySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized/reputed Public/PSU/ Private organization.

Note: Selection will be based on written test and skill test if decided by the University/agency.

GENERAL TERMS AND CONDITIONS:

- 1.Visva-Bharati reserves the right not to fill up any or all of 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. Applicants should possess the prescribed qualification and experience **as on the closing date of application**, as prescribed by the University from time to time for the respective post. In other words, the crucial date of determining the eligibility shall be the last date of application.
4. The advertised posts carries admissible Pay Level plus allowances as admissible in the University as per 7th CPC. Applicants are required to submit specific certificates as per eligibility conditions mentioned in the advertisement.
5. The University reserves the right to conduct or not to conduct Practical / Trade Test wherever deemed fit. The University also reserves the right to conduct Practical / Trade Test for the post(s) not mentioned above as per the requirement. The detail modalities / guidelines will be decided by the University as per its requirement.
6. The written and skill tests will be conducted by **National Testing Agency (NTA)**.

7. Age relaxation may be given as per Govt. of India Rules. Details are given below:

Sl. No	Category	Age relaxation beyond the upper age limit
1.	SC/ST	5 years
2.	OBC(NCL)	3 years
3.	PWD	10 years
4.	PWD+OBC(NCL)	13 years
5.	PWD+SC/ST	15 years
6.	Ex-servicemen	5 years
7.	Permanent employee in Government Department/Statutory or Autonomous bodies /Universities /Affiliated or constituent colleges under the University system /Public Sector Undertaking	5 years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in the Government Department /Statutory or Autonomous bodies /Universities /Affiliated or constituent colleges under the University system /Public Sector Undertakings.

Note: The upper age limit prescribed for the advertised posts shall be relaxable in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.

8. Relaxation of marks in prescribed percentage will be given as per GOI Rules / Guidelines for reserved category candidates.

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.

9. Caste /Category Certificate:

i) Candidates applying under any of the reserved category viz. SC/ST/OBC(NCL) will be considered subject to submission of valid Caste Certificate on a prescribed format issued by the competent authority. The vacancies are being advertised in financial year 2023-2024, therefore, valid NCL-OBC certificate issued on or after 01/04/2023 will be considered valid. Candidates who have NCL-OBC certificate issued before 01/04/2023 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 DoPT&T vide O.M.36036/2/2013-Estt.(Res) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt.(Res-)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) The vacancies advertised under EWS Category are as per the Instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India vide OM. No. 36039/1/2019-Estt.(Res), dated 31/01/2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of authenticity of the certificate by the issuing authority. Therefore, a valid EWS certificate (Current Financial Year) will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of online application. Candidates who fail to produce valid EWS certificate will not be considered as EWS candidate. However, they will be treated as UR candidate. The EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.
 - iii) 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 uploaded with the application.
10. Those who are in employment with State /Central Govt./PSU/Autonomous Bodies must submit a "**NO OBJECTION CERTIFICATE**" from the employer at the time of verification of documents / at the time of interview.
 11. Counting of past service, wherever applicable, as per Govt. of India rule for candidates already in service will not be allowed if the application is not received through proper channel and release order, last pay certificate etc, are not submitted at the time of joining Visva-Bharati.
 12. Selected candidates are required to go through police verification before or after joining, i.e. appointment will be subject to satisfactory police verification.
 13. Canvassing in any form will be a disqualification.
 14. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the University shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications / experience laid down in the advertisement.
 15. In case of any disputes, any suits or legal proceeding against the University, the territorial jurisdiction shall be restricted to the Hon'ble High Court, Calcutta, West Bengal.
 16. The number /category /recruitment mode of posts advertised may increase / decrease / change. The University will prepare panels at multiples of the vacancies and will appoint candidates, as per available vacancy, till the validity of the panels. The University reserves the right not to fill up some or all posts advertised, if the circumstances so warrant.



17. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify / withdraw /cancel any communication made to the applicant.
18. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc. may not be undertaken at the time of Recruitment Examination. Therefore, the applicants will be provisionally admitted. The candidates are advised to go through the requirement of educational qualification, age etc. and satisfy themselves that they are eligible as per advertisement published / uploaded by Visva-Bharati/NTA before applying, otherwise their candidature will be cancelled at any stage if any information or claim is not found substantiated by documentary evidence including when the scrutiny of documents is undertaken by the University.
19. Applicants must NOT furnish any particulars which are false, tampered or fabricated or suppress any material / information while submitting the application and self-certified copies / testimonials.
20. Based on the declaration made by the candidate in their Online Registration Form /Application Form, they will be provisionally admitted to appear in the Recruitment Examination in Computer Based Test (CBT) mode. However, a preliminary scrutiny may be made based on information provided in the application form before declaration of results as decided by the University. All Selection will be made in order of merit. Qualified /selected candidates will be subject to multi stage document verification in online /offline mode as prescribed including verification from original & others. If anyone is found not fulfilling the prescribed qualification / experience etc. claimed and any other eligibility criteria as per the advertisement published /uploaded, at any stage of process, his / her candidature will be cancelled without any further notice.
21. Candidates will be allowed to appear in the test provisionally. Mere appearing in the Recruitment Test and Qualifying the test is not the criteria for calling for interview wherever applicable. It will be subject to fulfillment of all eligibility criteria and verification of documents.
22. **In pursuance of the Memo No. 19-50/2015-Desk-U, dated 22.12.2015, of the MHRD (Now MoE, Government of India), there shall be no interview for appointment to the Group 'C' and 'B' posts. Accordingly, no interview shall be held for appointment to the Group 'C' and 'B' posts.**
23. The terms and conditions of appointment shall be communicated in the form of "Offer of Appointment or Appointment letter" to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
24. Any corrigendum / addendum etc or any other information related to the recruitment process shall be uploaded on University/NTA website only. Candidate are advised to visit the website regularly.

25. Application Fee Details :

Group and Level as per 7th CPC	Category	Application Fee (Rs.)
Group 'A' posts (Academic Level / Level -14)	UR/EWS/OBC	2000
	SC/ST	500
	Women and PWD (40% and above)	Nil
Posts of Group 'A'(Level -12 and Academic Level / Level-10)	UR/EWS/OBC	1600/-
	SC/ST	400
	Women and PWD (40% and above)	Nil
Posts of Group 'B' (Level -7 and 6)	UR/EWS/OBC	1200/-
	SC/ST	300
	Women and PWD (40% and above)	Nil
Posts of Group 'C' (Level-5,4,3,2 and 1)	UR/EWS/OBC	900/-
	SC/ST	225
	Women and PWD (40% and above)	Nil

Note: The fee once paid shall not be refunded or re-adjusted under any circumstance.

26. The weightage for written test (Paper-I & Paper-II) will be 70% and for Interview/Personality Test will be 30%.
27. The ratio of the number of vacant posts to be filled and the number of candidates to be called for interview does not exceed 1:15. In order to comply with the requirements of maximum ratio, the University may fix higher criteria for the candidates at its discretion.
28. Applicants may apply for one or more than one posts as per their eligibility. However, the candidate will have to deposit application fee for each post separately.
29. No TA/DA will be paid for appearing in any written test /Interview /Skill test/practical /trade test for any post.

30. The candidates are advised to apply through the portal at <https://vbharatirec.nta.ac.in>
Further information including eligibility, age limit, reservations, mode of recruitment, scheme of examination etc., detailed advertisement are also available in the University's website www.visva-bharati.ac.in.
31. Applications for the above posts will be received only in online mode.
32. For any technical query/issue if any faced by the applicant /candidate while applying, please contact the NTA at the email id and telephone number as would be given by the NTA in the portal.
33. The closing date of applying online application will be **16th May, 11.59 P.M.**

**Last date of online application
16 May 2023, 11.59pm**

**Apply through the link;
<https://vbharatirec.nta.ac.in>**

Memo.Estab/E-I/Advt./2023-24
Date : 17/04/2023



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17/4/2023
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SCHEME OF EXAMINATION-2023

Scheme of Examination for Direct Recruitment to Administrative /Non-teaching /Library Cadre posts.

The following shall be the scheme of Examination, components of Written Test (Paper-I & Paper -II), Skill Test, Interview / Personality Test (wherever applicable) and the syllabus for examination for administrative /non-teaching /library cadres posts by direct recruitment.

A. Paper-I(MCQ Type) for all Administrative /non-teaching/ Library Cadre posts:

Paper –I (MCQ Type)	Test Components	Duration : 2 hours	
		No. of Questions	Marks
(i)	General Awareness	30	60
(ii)	Reasoning Ability	35	70
(iii)	Mathematical Ability	35	70
(iv)	Test of Language : English Or Hindi	30	60
(v)	Computer Awareness	20	40
Total		150	300

Note :- Extra time will be given to the PwD candidates as per applicable rules/orders of the Govt. of India.

SYLLABUS :

(i)	General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations/Institutions national and international events etc.
(ii)	Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.


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(iii)	Mathematical Ability: The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
(iv)	Test of English or Hindi: In addition to the testing of candidate's understanding of the English or Hindi Languages, it's Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.
(v)	Computer Awareness : The test will cover Computer Fundaments, Basic Applications of Computer, Components of Computer, Computer Hardware & Software, Operating systems, Word Processing, Internet and Security & Networking etc.

B. Paper-II(MCQ) for following posts :

Duration : 1 ½Hours		Questions : 50	Marks : 100
Sl. No.	Name of Post	Syllabus	
01.	Deputy Registrar	1.Establishment/Financial Matters: Basics of FR&SR and constitutional provisions relating to service matters, Advances, Children Education Allowance, Compensatory Allowances, CCS (Conduct) Rules, Departmental Promotion Committee, MACP, Deputation and Foreign Service, CCS(CCA)-Rules, House Allotment Rules, Income Tax, Joining Time, Leave Rules, Leave Travel Concession(LTC), CGHS, Medical Attendance Rules (CSMA Rules), Pay & Allowances, Pay Fixation, Provident Fund, Pension Rules, Reservations and Concession in appointments, Resignation, Removal and Dismissal, Retirement on Superannuation, Seniority and Promotion, Travelling Allowance, National Pension System and other Establishment matters. General Financial Rules -2017, Procurement of Goods and Services, works, PFMS, CAN Account, Treasury Single Account (TSA) (40 Questions) 2.University Administration: This section will contain questions on Visva-Bharati Act 1951, UGC Act 1956, University Administration, such as powers and functions of the University Authorities, framing of curricula and evaluation procedures, procedure for processing cases for the University Court, Executive Council, Academic Council, Finance Committee, Institute Board, Research Board, Building and Campus Committee etc. Procedure for making of Statues, Ordinances, Regulations of the Statutory Body of the University. For this purpose, the candidates may go through act, Statute, Ornances, Regulations and orders of the University. The candidates are also expected to have an understanding of the history, heritage and achievement of Visva-Bharati. (10 Questions)	
02.	Assistant Registrar		
03.	Section Officer		
04.	Assistant /Senior Assistant		
05.	Senior System Analyst		
		Questions will be designed to test the domain knowledge of the candidate in word processing, data analysis packages,	


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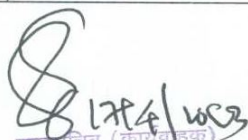
06.	System Programmer	Computer Applications, Components of Computer, Hardware & Software, Operating systems, Word processing, Internet and Security & Networking, Website design & maintenance, Programming languages etc. and other related fields pertaining to the job. (50 Questions)
07.	Assistant Engineer (Civil)	Questions will be designed to test the domain knowledge of the candidates in Building Materials, Surveying, Soil Mechanics, Hydraulics, Environmental, Structural Engineering, Concrete Technology, RCC Designs (RCC Beams & Steel Design), Contract management / quality control / Project management, Safety management, knowledge of CAD & other engineering drawing software etc, and other related fields pertaining to the job. (50 Questions)
08.	Junior Engineer (Civil)	
09.	Assistant Engineer (Electrical)	Questions will be designed to test the domain knowledge of the candidates in Basic Electric Engineering, Electrical Machines & General Transmission & Distribution, Contract management / quality control / Project management, Safety management, knowledge of CAD & other engineering drawing software etc. and other related fields pertaining to the job. (50 Questions)
10.	Junior Engineer (Electrical)	
11.	Senior Technical Assistant	Subject specific laboratory based practical questions and knowledge of Computers with special reference to word processing and data analysis packages etc, and other related fields pertaining to the job. (50 Questions)
12.	Technical Assistant	
13.	Professional Assistant	Library Aptitude, Operation Test: Knowledge and application of Library and Information Science Procedures, Rules and Regulations. Knowledge of computers with special reference to knowledge of Library Software packages of word processing, data analysis packages, Analog audio/video tapes/cassettes identification, arrangements, cataloguing and preservation of digital audio /video files identification and management through software. Basic knowledge of broadcast audio/video parameters. Virtual reference services, stock verification, digital library, website development and maintenance, cloud storage and server, remote access & discovery services, research tools, research data handling, Library networking & resource sharing, other spheres of library operation/services. (50 Questions)
14.	Semi Professional Assistant	
15.	Library Assistant	Library Aptitude, Operation Test: The question will be designed to test the ability of the candidate's basic knowledge and awareness on library and information science and recent development on the following areas: Knowledge and application of procurement of resources including e-resources, technical processing, procedures, rules & regulations, various library operation and services. Knowledge of information communication technology (ICT), recent development in the field of ICT with special reference to library automation software,

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		open source software, word processing software etc. Knowledge of National Digital Library, role of INFLIBNET, Institutional Repository, plagiarism, Information Retrieval, stock verification etc. (50 Questions)
16.	Library Attendant	Library Aptitude Test, Library Operation etc : Question will be designed to test the knowledge and awareness on Library and Information Science and recent development in the field of library science, basic knowledge on computer. The question may be from all the spheres of library science in terms of current context. (50 Questions)

C. Skill Test for following posts: (Qualifying)

Sl. No.	Name of the posts	Syllabus		
01.	Private Secretary / PA Level B	Stenography Skill Test (Qualifying)	Duration of Dictation	Transcription Time
			10 Minutes @ 120 WPW in English	50 Minutes in English
			Not more than 5% mistakes are permissible	
02.	Personal Assistant /PA Level C	Stenography Skill Test (Qualifying)	Duration of Dictation	Transcription Time
			10 Minutes @ 100 WPW in English	40 Minutes in English
			Not more than 5% mistakes are permissible	
03.	Stenographer	Stenography Skill Test (Qualifying)	Duration of Dictation	Transcription Time
			10 Minutes @ 80 WPW in English	50 Minutes in English
			Not more than 5% mistakes are permissible	
04.	Upper Division Clerk /Office Assistant	Skill Test – Typing (Qualifying)	Test Components	
05.	Lower Division Clerk/Junior Office Assistant cum Typist		35 wpm in English	


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06.	Library Assistant	Skill Test – Typing (Qualifying)	30 wpm in English
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D. Practical/Trade Test for following posts : (Qualifying)

Sl. No.	Name of the post	Group /Pay Level	Practical/Trade Test (to be conducted by the University)
1.	Senior Technical Assistant	Group B/Level -6	Practical
2.	Technical Assistant	Group C/Level -5	Practical
3.	Laboratory Assistant	Group C/ Level -4	Practical
4.	Library Assistant	Group C/ Level -4	Practical (Accession, Cataloguing , Classification Software)
5.	Laboratory Attendant	Group C/ Level -1	Trade Test

Note:The University reserves the right to conduct or not conduct Practical /Trade Test wherever deemed fit. The University also reserves the right to conduct Practical /Trade Test for the post(s) not mentioned above as per the requirement. The detail modalities/guidelines will be decided by the Competent Authority of the University as per requirement.

E. Interview /Personality Test for All posts of Group A (Pay Level-10 & above) :- 100 Marks

1.The Interview /Personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

2.The weightage for written test (Paper-I & Paper-II) will be 70% and for Interview/Personality Test will be 30% wherever applicable.

Note:(1).The question paper will be in bilingual (English or Hindi), except part (iv) of paper-I (Test of the Language : English or Hindi) and the applicant will have the option to respond in either of the languages.

(2)The minimum qualifying marks to be secured in Paper I & Paper-II (whether applicable) shall be as follows:

- (i) For General /EWS candidates : 40%
- (ii) For OBC (NCL) candidates : 35%
- (iii) For SC/ST/PwD candidates : 35%



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3. The University reserves the right to decide the Cut-off marks for shortlisting of candidates.
4. There shall be negative marking for wrong answers in Paper I and Paper II to the tune of $\frac{1}{4}$ th mark allocated per question.
5. In case of direct recruitment for Group A posts, the merit list shall be drawn only for candidates who qualify in paper I, Paper II (wherever applicable) and Personality Test / Interview separately. Merit shall be judged on the basis of combined scores of paper I, Paper II (wherever applicable) and Personality Test / Interview. However, the weightage will be 70% for written examination and 30% for Personality Test / Interview.


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