



**ADVERTISEMENT NO : 3/2021 dated 26.07.2021**

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
3.	Internal Audit Officer (On Deputation)	Visva-Bharati	UR

**Note :** Those who applied against advertisement no 2/2021 dated 28.01.2021 for the post of Registrar and those who applied against Advertisement No. 1/2020 dated 20.06.2020 and 2/2021 dated 28.01.2021 respectively for the posts of Finance Officer and Internal Audit Officer need not apply afresh against this advertisement for which they will be considered automatically. They may however, send their updated bio-data, if they wish, with self attested copies of testimonials.

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

**PAY SCALE for Sl. No. 3**Level 12 with Entry Pay Matrix of Rs. 78,800/- as per 7<sup>th</sup> 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 & 2: Preferably below 57 years  
For Sl. No.3: Preferably below 56 years

**For Sl. No. 1 & 2 :** The tenure of the post of Registrar and Finance Officer is of five years 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.

**Educational and other Qualifications for Sl. No.3**

**Desirable :** CA/CMA/MBA(Finance)

**Minimum experience for Sl. No. 3**

- (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(7<sup>th</sup> 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(7<sup>th</sup> 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.

**GENERAL CONDITIONS FOR THE RECRUITMENT :**

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 approved / recognized by the UGC / Ministry of Education.
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 will 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 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.

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

10. Applicants should enclose self attested copies of testimonials towards 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 a candidate already in service will be allowed only if the application is received through proper channel and release order, last pay certificate etc, are submitted at the time of joining Visva-Bharati's service, if appointed.

**13. Application Forms, application fee etc. :**

Application form can be downloaded from the University website : ([www.visva-bharati.ac.in](http://www.visva-bharati.ac.in)) Prescribed application fee is to be paid online through SBI Collect Module under State Bank of India(See guideline given below). Generated receipt should be enclosed with the filled up application form.

\* Note: IPO / M O / e-transfer/ CRFS/ postage stamp/ revenue stamp etc will not be accepted as application fee.

**Guidelines for payment through online through SBI collect module of 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 “ VISVA BHARATIUNIVERSITY”
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 3/2021”
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 3/2021”
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/-**
15. 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.

16. No TA/DA will be paid to the applicants called for interview.

17. Application sent by post / courier must be super- scribed with the adv't number and the name of the post.

18. Application incomplete in any respect will be rejected without any reference.

19. 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.

21. Applicants are advised to read the advertisement very carefully and to ensure that they fulfill required qualification / experience etc.

22. Duly filled in original application with (i) One set of self attested photocopies of mark sheets, certificates and other testimonials (ii) Two recent passport size photographs with applicant's full signature at the bottom (iii) Receipt generated after payment of application fee through SBI Collect module ( in case form is downloaded from website) shall be sent to the Assistant Registrar (Recruitment), Central Administrative Building Visva-Bharati, Santiniketan, Dist-Birbhum, Pin No. 731235, West Bengal.

23. In case of any dispute, any suite or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Bolpur Court, Calcutta High Court.

24. Addendum / deletion / corrigendum, if any, will be posted on the University website only i.e. [www.visva-bharati.ac.in](http://www.visva-bharati.ac.in)

25. Last date for submission of filled-in application forms is **10<sup>th</sup>August, 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.

Sd/-

Registrar (Acting)  
Visva-Bharati

Santiniketan

Date: 26.07.2021

**Website: [www.visva-bharati.ac.in](http://www.visva-bharati.ac.in)**  
Saturday and Sunday are weekly holidays in Visva-Bharati.