



**VISVA-BHARATI
SANTINIKETAN**

NOTIFICATION

The undersigned is to convey that the Departmental Examination for promotion to the following posts will be held on 02nd March 2016 (Wednesday). Syllabus for the Departmental Examination for promotion are enclosed. Eligibility for promotion through Departmental Examination will be as per Recruitment cum Promotion Rule of the University for the respective posts. Interested candidates are requested to apply.

- 1. Departmental Examination for promotion to the post of Section Officer in Pay Band 2 (Rs. 9300-34800/-) with Grade Pay of Rs. 4800/-**
 - (i) No. of Posts: 02 (two)
 - (ii) Reservation: UR: 01 (one), SC: 01 (one)
 - (iii) Eligibility: As per Recruitment cum Promotion Rule (Annexure 1A)
 - (iv) Syllabus: Enclosed (Annexure 1B)
- 2. Departmental Examination for promotion to the post of Senior Assistant in Pay Band 2 (Rs. 9300-34800/-) with Grade Pay of Rs. 4200/-**
 - (i) No. of Posts: 05 (five)
 - (ii) Reservation: UR: 03 (three), SC: 02 (two)
 - (iii) Eligibility: As per Recruitment cum Promotion Rule (Annexure 2A)
 - (iv) Syllabus: Enclosed (Annexure 2B)
- 3. Departmental Examination for promotion to the post of Office Assistant in Pay Band 1 (Rs. 5200-20200/-) with Grade Pay of Rs. 2400/-**
 - (i) No. of Posts: 13 (thirteen)
 - (ii) Reservation: UR: 06 (six), SC: 06 (six), PH : 01 (one)
 - (iii) Eligibility: As per Recruitment cum Promotion Rule (Annexure 3A)
 - (iv) Syllabus: Enclosed (Annexure 3B)

Details of the schedule and venue will be declared in due course, before the date of Examination.

Application form for the Departmental Examination will be available from the office of the Assistant Registrar (Establishment) from 04th February, 2016. Filled in application should be submitted on or before 15th February, 2016, 6.00 p.m. Those, who applied to sit for the Departmental Examination for promotion against earlier notification No. Estab/DR/OO/100 dated 06/08/2015 should also apply again in response to this Notification, to sit for the Departmental Examination.

No. Estab/DR/O.O./145
Date: 01/02/2016


Registrar (Acting)
Visva-Bharati

Copy forwarded of information and necessary action to:

1. Chairman & Members, Departmental Examination Committee
2. Pro-Vice-Chancellor/All Provosts/ All Directors/Principals of all Bhavanas/ Vibhagas
3. All Heads of Departments/ Centres
4. Controller of Examinations
5. Proctor
6. Finance Officer
7. All Joint Registrars/ Deputy Registrars/IAO/Assistant Registrars
8. C.M.O./C.S.O/U.E
9. CS to Vice-Chancellor
10. PA to Registrar
11. Hindi Officer – to translate into Hindi and arrange to upload in the University website
12. Section Officer (Meeting) – for reporting to Karma-Samiti
13. University Webmaster – to upload in the University Website
14. File

STATUS OF VACANCIES

SECTION OFFICER

(9300-34800/- in PB-2, GP-4800/-)

Number of post to be filled up by Departmental Exam	Reservation of the vacant post as confirmed by the SC/ST Cell earlier	Feeder Cadre as per Recruitment Rule
02 posts	1- SC 1- UR	50% through Departmental Examination: employees who have rendered at least 2 years of regular service as Senior Assistant or its equivalent posts in Ministerial services (as Specified in Sl. No. 12)/others who are in the posts in core pay of PB-2 with Grade Pay of Rs. 4200/- and possessing Bachelor's Degree or its equivalent will be eligible for appearing at the Departmental Examination for promotion to the post of Section Officer and its equivalent in Ministerial service.

SENIOR ASSISTANT

(9300-34800/- in PB-2, GP-4200/-)

Number of post to be filled up by Departmental Exam	Reservation of the vacant post as confirmed by the SC/ST Cell earlier	Feeder Cadre as per Recruitment Rule
05 posts	02 posts – SC 03 posts - UR	40% by departmental examination : employees who have rendered at least 2 years regular service as Office Assistant (UDC) or its equivalent posts in Ministerial Service (as specified in Sl. No. 12)/ others who are in the posts in core pay of PB-1 with Grade Pay of Rs. 2400/- or 2800/- and possessing 12 th pass or its equivalent qualification will be eligible for appearing at the departmental examination for promotion to the post of Senior Assistant or its equivalent posts in Ministerial Service.

OFFICE ASSISTANT

(5200-20200/-/- in PB-1, GP-2400/-)

Number of post to be filled up by Departmental Exam	Reservation of the vacant post as confirmed by the SC/ST Cell earlier	Feeder Cadre as per Recruitment Rule
13 posts	06 posts – SC 06 posts – UR 01 post – PH	40% through departmental examination: employees who have rendered at least 2 years of regular service as Jr. Office Assistant-cum-Typist or its equivalent posts in Ministerial services(as specified as Sl. No. 12)/others who are in the posts in core pay of PB-1 with Grade Pay of Rs. 1900/- & 2000/- and possessing 12 th pass or its equivalent qualification will be eligible for appearing at the Departmental Examination for promotion to the post of Office Assistant or its equivalent in ministerial service.

Recruitment Rules for the post of Section Officer & equivalent.

		Existing Rules [K.S.R. 28 dated 06-11-2011)
01.	Name of the Post	Section Officer/D.P.R.O
02.	No. of Post	41
03.	Classification	Group – 'B' (Ministerial Service)
04.	Scale of pay	PB-2 (Rs. 9,300-34,800/-) with Grade Pay Rs. 4600/-
05.	Whether selection post or non selection post	Not applicable
06.	Whether benefit of added years of service admissible under Rule 2.9 of the Visva-Bharati Retirement Benefit Rules, 1967. (under Rule 30 of the CCS (Pension) Rules, 1972)	Not applicable
07.	Age Limit for direct recruits	Not applicable
08.	Educational and other qualifications required for direct recruits	Not application.
09.	Minimum Experience	Not applicable
10.	Whether age prescribed for direct recruits will apply in the case of promotes	Not applicable
11.	Method of recruitment.	100% promotion out of which :- (i) 50% on the basis of Seniority-cum-efficiency from Senior Assistant or its equivalent posts in Ministerial services in core pay of PB-2 with Grade Pay of Rs. 4200/- (the posts as specified in Sl. No. 12) and possessing Bachelor's Degree or its equivalent and have rendered 4(four) years of regular service in the cadre, on the recommendation of DPC. (ii) 50% through Departmental Examination: employees who have rendered at least 2 years of regular service as Senior Assistant or its equivalent posts in Ministerial services (as Specified in Sl. No. 12)/others who are in the posts in core pay of PB-2 with Grade Pay of Rs. 4200/- and possessing Bachelor's Degree or its equivalent will be eligible for appearing at the Departmental Examination for promotion to the post of Section Officer and its equivalent in Ministerial service.
12.	In case of recruitment by promotion grades from which promotion to be made.	Promotion from Senior Assistant or its equivalent Posts (Core Pay of PB-2 with Grade Pay of Rs. 4200), in General Cadre [Cashier, Manager Refectory / A.P.R.O /Assistant Superintendent, Guest House/ Monitor (EPABX) /Editorial Assistant, V.B. quarterly/ Statistical Assistant, SC/ST Cell]
13.	Period of probation, if any	One year
14.	If a DPC exists, what is its composition	DPC as constituted by the Karma Samiti (E.C.)



**VISVA-BHARATI
SANTINIKETAN**

Syllabus for Departmental Examination for Promotion from Grade 'C' (Senior Assistant & equivalent)to Grade 'B' (Section Officer & equivalent)	
Qualification & eligibility : As per recruitment cum Promotion Rule	
Written Test :	Qualifying marks – 40% in each paper
A. Paper – I	(Time allowed 2 hours) (Full marks – 100)
Syllabus	Marks
1) General English	
i) Précis	30
ii) Drafting of two letters/ Memoranda/ Circulars/ order/ office notes	30
2) Visva-Bharati Act & Statutes & Ordinances	
3) Visva-Bharati Rules	40
i) Establishment Rules and Regulation with special emphasis on Service rules for Non-academic employees, Leave Rules, T.A. rules, LTC Rules, Retirement Benefit Rules etc.	
ii) Rules on Stores & Works matter (restricted to General Financial rules)	
*B. Paper – II	(Time allowed – 1 ½ hour) (Full marks – 70)
*Candidates will have the option to take either of the two groups (A or B) of paper –II	
*Group – A	Marks- 70
Syllabus	
1. Visva-Bharati Act & Statutes and Ordinances	20
2. Establishment Rules	
i) Pay & Allowances	
ii) T.A. Rules	30
iii) Retirement Rules	
iv) P.F. Rules	

v) Leave Rules vi) General Financial Rules 3. Miscellaneous i) Foreign Service & Deputation rules ii) Service Conduct Rules iii) Discipline Rules iv) Medical Attendance Rules v) Treasury Rules	20
OR	
*Group – B	Marks – 70
1. Accountancy & Auditing i) Basic principles of procedures accounting ii) Bank reconciliation Statement iii) Preparation of Balance Sheet including Trading A/C, Receipt and Payment A/C, Income and Expenditure A/C, Profit & Loss A/C, Trial Balance. iv) Rectification of errors v) General principles, Purpose & objectives of Auditing vi) Role of Internal as well as External audit in Visva-Bharati vii) Duties, responsibilities, system of Internal Audit in regard to accounts & records of different Deptts./ Bhavanas of V.B.	70

Recruitment Rules for the post of Senior Assistant or its equivalent.

		Existing Rules K.S.R. 28 dated 06-11-2011
01.	Name of the Post	Senior Assistant or its equivalent Posts (Grade C-General cadre) [Cashier, Manager Refectory / A.P.R.O /Assistant Superintendent, Guest House/ Monitor (EPABX)/ Editorial Assistant, V.B. Quarterly, Statistical Assistant (SC/ST Cell).
02.	No. of Post	84
03.	Classification	Group – 'C' (Ministerial Service)
04.	Scale of pay	PB-2 (Rs. 9,300-34,800/-) with Grade Pay Rs. 4200/-
05.	Whether selection post or non selection post	Not applicable
06.	Whether benefit of added years of service admissible under Rule 2.9 of the Visva-Bharati Retirement Benefit Rules, 1967. (Under Rule 30 of the CCS (Pension) Rules, 1972)	Not applicable
07.	Age Limit for direct recruits	Not applicable
08.	Educational and other qualifications required for direct recruits	Not applicable
09.	Minimum Experience	N.A.
10	Whether age prescribed for direct recruits will apply in the case of promotes	Not applicable
11	Method of recruitment.	100% by promotion out of which :- (i) 60% on the basis of seniority-cum-efficiency from Office Assistant (U.D.C.) or its equivalent posts in Ministerial services (as specified in Sl. No. 12) who are in core pay of PB-1(Rs. 5200-20200/-) with Grade Pay of Rs. 2400/- possessing 12 th pass or its equivalent qualification and have rendered 4 years of regular service in the grade, on the recommendation of DPC. (ii) 40% by departmental examination : employees who have rendered at least 2 years regular service as Office Assistant (UDC) or its equivalent posts in Ministerial Service (as specified in Sl. No. 12)/ others who are in the posts in core pay of PB-1 with Grade Pay of Rs. 2400/- or 2800/- and possessing 12 th pass or its equivalent qualification will be eligible for appearing at the departmental examination for promotion to the post of Senior Assistant or its equivalent posts in Ministerial Service.
12	In case of recruitment by promotion grades from which promotion to be made.	Promotion from Office Assistant (UDC) or its equivalent posts in General Cadre (core pay of PB-1 with Grade Pay of Rs. 2400/-) [Assistant Cashier, Supervisor, Watch & Ward (Grade 'D') Assistant Manager Refectory / Hostel etc] & Senior Telephone Operator / Guide, P.R.O's Office] on the basis of seniority-cum-efficiency.
13	Period of probation, if any	One year
14	If a DPC exists, what is its composition	DPC as constituted by the Karma Samiti (E.C.)



**VISVA-BHARATI
SANTINIKETAN**

Syllabus for Departmental Examination for Promotion from Grade 'D' (Office Assistant & its equivalent posts – U.D.C.) to Grade 'C' (Senior Assistant or its equivalent posts)		
Qualification & eligibility : As per Recruitment cum Promotion Rule		
Written Test :		(Qualifying marks -40% in each paper)
A. Paper – I	(Time allowed – 1 ½ hour)	Full marks – 80
Syllabus		Marks
i)	Drafting of two letters /Memoranda/ Circulars/ Orders/ Office notes	40
ii)	Précis	20
iii)	Rules (Service Rules, Leave Rules, Retirement Rules/ Act & Statutes)	20
*B. Paper – II		(Full marks – 40) Time allowed – 1 ½ hour
*Candidates will have the option to take either of the two groups (A or B) of paper –II		
*Group – A		Marks- 40
<u>Syllabus</u>		40
i) Visva-Bharati Rules, Service Rules for Non-academic employees		
ii) Leave Rules		
iii) T.A. Rules		
iv) Retirement Benefit Rules		
v) L.T.C. Rules		
vi) Act & Statutes of Visva-Bharati and Ordinances		
OR		
*Group – B		Marks – 40
<u>Syllabus</u>		40
i)	Book keeping	

Recruitment Rules for the post of Office Assistant or its equivalent.

		Existing Rules [K.S.R. 28 dated 06-11-2011]
01.	Name of the Post	Office Assistant or its equivalent posts in General Cadre (UDC) (Grade-D) [Assistant Cashier, Supervisor, Watch & Ward, Assistant Manager Refectory/Hostel etc] & Senior Telephone Operator., Guide, P.R.O's Office]
02.	No. of Post	112
03.	Classification	Group – 'C' (Ministerial Service)
04.	Scale of pay	PB-1 (Rs. 5,200-20,200) with Grade Pay Rs. 2400/-
05.	Whether selection post or non selection post	Not applicable
06.	Whether benefit of added years of service admissible under Rule 2.9 of the Visva-Bharati Retirement Benefit Rules, 1967. (Under Rule 30 of the CCS (Pension) Rules, 1972)	Not applicable
07.	Age Limit for direct recruits	N.A.
08.	Educational and other qualifications required for direct recruits	Not applicable
09.	Minimum Experience	N.A.
10	Whether age prescribed for direct recruits will apply in the case of promotees	Not applicable
11	Method of recruitment.	100% by promotion out of which:- (i) 60% by promotion on the basis of seniority-cum-efficiency from Jr. Office Assistant-cum-Typist (LDC) or its equivalent posts in Ministerial service (as specified in Sl. No. 12) who are in core pay of PB-1 with Grade Pay of Rs. 1900/-, possessing 12 th pass or its equivalent and have rendered 4 years of regular service in the grade, on the recommendation of DPC. (ii) 40% through departmental examination: employees who have rendered at least 2 years of regular service as Jr. Office Assistant-cum-Typist or its equivalent posts in Ministerial services(as specified as Sl. No. 12)/others who are in the posts in core pay of PB-1 with Grade Pay of Rs. 1900/- & 2000/- and possessing 12 th pass or its equivalent qualification will be eligible for appearing at the Departmental Examination for promotion to the post of Office Assistant or its equivalent in ministerial service.
12	In case of recruitment by promotion grades from which promotion to be made.	Promotion from Jr. Office Assistant-cum-Typist or its equivalent posts (LDC) (Grade Pay of Rs. 1900) in General Cadre (Record Keeper/ Supervisor, Watch & Ward/ Jr. Telephone Operator), on the basis of seniority-cum-efficiency,
13	Period of probation, if any	One year
14	If a DPC exists, what is its composition	DPC as constituted by the Karma Samiti (E.C.)



**VISVA-BHARATI
SANTINIKETAN**

Syllabus for Departmental Examination for promotion from Grade ‘E’ (Jr. Assistant-cum-Typist & equivalent) to Grade ‘D’ (Office Assistant and its equivalent)		
Qualification & eligibility : As per Recruitment cum Promotion Rule		
Written Test (Qualifying marks- 40% in each paper)		
(A) Paper – I	(Time allowed : 1 ½ hour)	Full marks – 60
Syllabus	Marks	
Drafting of one letter (Answer to be written in English)	15	
Précis	20	
English Grammar, composition and Translation	25	
(B) Paper – II	(Time allowed – 1 hour)	Full marks – 30
Syllabus	Marks	
General knowledge & current affairs & Arithmetic	30	
In addition to general knowledge & current affairs, the paper will include topics on Visva-Bharati and its founder Gurudeva Rabindranath Tagore & Arithmetic Aptitude		