



**VISVA-BHARATI  
SANTINIKETAN  
NOTIFICATION**

The undersigned is to convey that the Departmental Examination for promotion to the following posts has been scheduled to be held in the month of January 2023. Syllabus of the Departmental Examination for promotion is enclosed. Eligibility for promotion through Departmental Examination will be as per Recruitment-cum-Promotion Rules 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 Level-7 [Pay Band 2 of Rs. 9300-34800/- with Grade Pay of Rs. 4600/- (PR)].**
  - (i) Total no. of vacancy in next One & Half years (Tentative) – 11 [Including vacancy of Panel-'A' & 'B']
  - (iii) Eligibility: As per Recruitment-cum-Promotion Rules (Enclosed)
  - (iv) Syllabus: Enclosed
2. **Departmental Examination for promotion to the post of Senior Assistant in Level-6 [Pay Band 2 of Rs. 9300-34800/- with Grade Pay of Rs. 4200/- (PR)].**
  - (i) Total no. of vacancy in next One & Half year (Tentative) – 08 [Including vacancy of Panel-'A' & 'B']
  - (iii) Eligibility: As per Recruitment-cum-Promotion Rules: Enclosed
  - (iv) Syllabus: Enclosed
3. **Departmental Examination for promotion to the post of Office Assistant in Level-4 [Pay Band 1 of Rs. 5200-20200/- with Grade Pay of Rs. 2400/- (PR)].**
  - (i) Total no. of vacancy in next One & Half year (Tentative) – 33 [Including vacancy of Panel-'A' & 'B']
  - (iii) Eligibility: As per Recruitment-cum-Promotion Rules: Enclosed
  - (iv) Syllabus: Enclosed
4. **Departmental Examination for promotion to the post of Junior Assistant in Level-2 [Pay Band 1 of Rs. 5200-20200/- with Grade Pay of Rs. 1900/- (PR)].**
  - (i) Total no. of vacancy in next One & Half year (Tentative) – 27 [Including vacancy of Panel-'A' & 'B']
  - (iii) Eligibility: As per Recruitment-cum-Promotion Rules: Enclosed
  - (iv) Syllabus: Enclosed

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 in the University Web Site. Filled in application form should be submitted to the Establishment Section by 6.00 p.m. of 12/12/2022.

Enclosed: Application form as stated.

No:- Estab/E-III/Dept. Exam.

Date: 09/11/2022

Registrar (Acting)  
Visva-Bharati

Copy forwarded for information and necessary action to:-

1. All Directors/Principals
2. All Heads of Academic and Administrative Departments/Centre/Sections/Offices
3. All Joint Registrars/Deputy Registrars/Assistant Registrars/Sections Officers
4. CMO/UE /In-charge, Securities
5. C.S. to Upacharya
6. Assistant Registrar (Meeting)
7. P.A. to Registrar
8. University Web Master – To upload in the University Website
9. In-charge, Hindi Cell – To translate into Hindi and arrange to upload the Hindi version in the website
10. File

### 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.)



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

		Existing Rules
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.	<p>100% by promotion out of which :-</p> <p>(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 10<sup>th</sup> pass or its equivalent qualification and have rendered 4 years of regular service in the grade, on the recommendation of DPC.</p> <p>(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<sup>th</sup> 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.</p>
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.)

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

		Existing Rules
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.	<p>100% by promotion out of which:-</p> <p>(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 10<sup>th</sup> pass or its equivalent and have rendered 4 years of regular service in the grade, on the recommendation of DPC.</p> <p>(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/- &amp; 2000/- and possessing 12<sup>th</sup> 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.</p>
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.)



**Recruitment Rules for the post of Jr. Assistant-cum-Typist (L.D.C) or its equivalent posts in General cadre**

		Existing Rules
01.	Name of the Post	Jr. Assistant-cum-Typist (Grade 'E') (L.D.C.) & its equivalent posts in General Cadre (Record Keeper/ Supervisor, Watch & Ward/ Jr. Telephone Operator)
02.	No. of Post	116
03.	Classification	Group – 'C' (Ministerial Service )
04.	Scale of pay	PB-1 (Rs. 5200-20,200/-) with Grade Pay of Rs. 1900/-
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	35 years for direct recruitment
08.	Educational and other qualifications required for direct recruits	12 <sup>th</sup> passed or its equivalent, with at least 35 W.P.M. speed in Typing (English) on Computer.
09.	Minimum Experience	One year experience in similar post in a recognized institution.
10	Whether age prescribed for direct recruits will apply in the case of promotees	Not applicable
11	Method of recruitment.	<p>1. 50 % by Direct Recruitment</p> <p>2. 50% by promotion out of which :</p> <p>(a) 70% by promotion from the Group 'C' Multi Tasking Staff (carrying core scale of pay of Rs. 2550-3200/-now in PB-1 with GP-1800/-) who have rendered at least 4(four) years regular service in the present grade and passed 10<sup>th</sup> classor its equivalent examination on the basis of seniority – cum - efficiency with proficiency of typewriting 35 W. P. M. (English) on Computer, on the recommendation of DPC.</p> <p>[A promotee will have to acquire proficiency in Typewriting on Computer with a speed of 35 w.p.m. within one year from the date of promotion to earn annual increment]</p> <p>(b) 10% by promotion from the Group 'C' (carrying core scale of pay of Rs. 2650-4000/- now in PB-1 with GP-Rs. 1800/-) who have rendered at least 4(four) years regular service in the present grade and passed 10<sup>th</sup> class or its equivalent examination on the basis of seniority-cum-efficiency with proficiency of typewriting 35 W.P.M. (English) on Computer, on the recommendation of DPC.</p> <p>[A promotee will have to acquire proficiency in Typewriting on Computer with a speed of 35 w.p.m. within one year from the date of promotion to earn annual increment].</p> <p>( c ) 20% of vacancies shall be filled up on the basis of Departmental Examination and Type Test, from amongst all staff in PB-1 with GP-1800 who have rendered 2(two) years of regular service in the present grade and passed 12<sup>th</sup> classor it equivalent examination, on the recommendation of the DPC.</p>
12	In case of recruitment by promotion grades from which promotion to be made.	As stated in Row 11
13	Period of probation, if any	One year
14	If a DPC exists, what is its composition	Selection Committee/ DPC as constituted by the Karma Samiti (E.C.), as the case may be.

**Syllabus for Departmental Examination for Promotion from Grade 'C' to Grade 'B'**

**Qualification: Bachelor's Degree or its equivalent. [ As per KSR 28 dated 06-11-2011)]**

Written Test

A. Paper – I (Full marks – 100) (Time allowed 2 hours)

Syllabus		Marks
1) General English	a) Précis	30
	b) Drafting of two letters/ Memoranda/ Circulars/ order/ office notes	30
2) Visva-Bharati Act & Statutes & Ordinances	Visva Bharati Act & Statutes and Ordinances	40
3) Visva-Bharati Rules	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	(With Books)	Full marks – 70 Time allowed – 1 ½ hours
		<b>Marks</b>
a) Visva-Bharati Act & Statutes & Ordinances	*Group- A Visva-Bharati Act & Statutes & Ordinances	20
b) Establishment Rules and Miscellaneous	i) Pay & Allowances ii) T.A. Rules iii) Retirement Rules iv) P.F. Rules v) Leave Rules vi) General Financial Rules	30

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	Marks
i) Foreign Service & Deputation rules	20
ii) service Conduct Rules	
iii) Discipline Rules	
iv) Medical Attendance Rules	
v) Treasury Rules	

**OR**

**\* Group – B**

Accountancy & Auditing	Marks
i) Basic principles of procedures accounting	70
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.	

**\* Candidates will have the option to take either of the two Groups of Paper– II**

**Qualifying marks – 40% in each paper**

(C) Interview - marks – 10 [There will be no interview for Group 'C' & 'B' posts as per UGC Letter No. F.8-1/2014 (CU) dated 18/10/2021]



**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 )**

**Written Test**

**A. Test Paper – I (Full marks – 80) Time allowed – 1 ½ hour**

**Qualification – 12<sup>th</sup> pass or its equivalent examination. [ As per KSR 28 dated 06-11-2011)]**

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**

**\*Group – A**

**Marks- 40**

**Syllabus**

**Visva-Bharati Rules**

- (i) 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**

**Book keeping**

**\*Candidates will have the option to take either of the two groups of paper –II**

**Qualifying marks -40% in each paper**

**B. Interview : Marks – 10**

**[There will be no interview for Group 'C' & 'B' posts as per UGC Letter No. F.8-1/2014 (CU) dated 18/10/2021]**



**Syllabus for Departmental Examination for promotion from Grade 'E' (L.D.C. – Jr. Assistant-cum-Typist) to Grade 'D' (U.D.C.- Office Assistant and its equivalent post )**

**Qualification: 12<sup>th</sup> Pass or its equivalent examination. [ As per KSR 28 dated 06-11-2011]]**

Written Test

(A) Paper – I Full marks – 60 Time allowed 1 ½ hour

Syllabus	Marks
i) Drafting of one letter (Answer to be written in English)	15
ii) Précis	20
iii) English Grammar, composition and Translation	25

**(B) Paper – II Full marks – 30 Time allowed – 1 hr**

General knowledge & current affairs & Arithmetic	In addition to general knowledge & current affairs, the paper will include topics on Visva-Bharati and its founder Gurudeva Rabindranath Tagore & Arithmetic Aptitude
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Qualifying marks- 40% in each paper

(C) Interview- Marks -10

[There will be no interview for Group 'C' & 'B' posts as per UGC Letter No. F.8-1/2014 (CU) dated 18/10/2021]



**VISVA-BHARATI  
SANTINIKETAN**

APPLICATION FOR DEPARTMENTAL EXAMINATION FOR PROMOTION FROM \_\_\_\_\_ TO \_\_\_\_\_

To  
The Registrar  
Visva-Bharati

Sir,

In response to your Notification No. \_\_\_\_\_ dated \_\_\_\_\_ I request for permission to present myself at ensuing Departmental Examination for promotion from \_\_\_\_\_ to \_\_\_\_\_.

Particulars are given on the reverse.

If any statement made by me in the application be found to be false, my candidature to the examination will be liable to be cancelled by the University.

Date:

Yours faithfully,

\_\_\_\_\_  
Signature of the Candidate

Designation:

Department/Section:

E.C. No.:





**VISVA-BHARATI  
SANTINIKETAN**

**FORM FOR DEPARTMENTAL EXAMINATION 2023**

1. a) Name in full :  
(in Block Letters)
- b) Employee Code Number :
2. Date of Birth :
3. Bhavana / Office
4. Category (SC/ST/PH) :
5. (a) Date of passing (10<sup>th</sup>) :  
Matriculation / School Final / equivalent  
(mention the examination passed)
- (b) Date of passing (10+2) :  
Higher Secondary or its equivalent Exam.  
(mention the examination passed)
- (c) Date of passing Graduation or its equivalent :  
(mention the examination passed)
- (d) Any other qualification :  
(mention the examination passed)
6. Date of joining Visva-Bharati service :
7. a) Present post with core Pay Band :  
and Grade Pay for the post
- b) Date of joining to the present post :
8. Present Pay Band & Grade Pay of the Candidate :
9. Choice of group under Paper-II :  
(i.e. Group-'A' or Group-'B')

Date \_\_\_\_\_

Counter signature by the  
Head of the Department / Office

\_\_\_\_\_  
(Signature of the candidate)