

বিশ্বভারতী
विश्वभारती
VISVA-BHARATI



ADVERTISEMENT NO : 04/2025 dated 08.07.2025

Visva-Bharati, a Central University and an 'institution of national importance' invites applications for the following administrative posts.

Sl. No.	Name of the posts	No. of Post	Category
1.	Director of Physical Education, Sports, National Service and Student Welfare	01	UR
2.	Parichalaka (Director), Granthana Vibhaga (Publishing Department), Kolkata	01	UR
3.	Deputy Registrar	01	SC
4.	Deputy Registrar	01	UR
5.	Assistant Registrar	01	OBC
6.	Junior Engineer (Civil)	01	SC

Note :

For Sl. No. 1 & 2 : The previous advertisements vide number 1/2019 dated 14.01.2019, 2/2019 dated 20.05.2019 and 1/2020 dated 20.06.2020 are hereby declared as cancelled.

The Candidates who applied earlier for these posts may apply afresh. Those who applied earlier and paid the prescribed fees are exempted from payment of fee on submission of the copy of valid receipt for payment.

PAY SCALE

Sl. No. 1 and 2 : Level 14 as per 7th CPC Pay Matrix.

Sl. No. 3 and 4 : Level 12 as per 7th CPC Pay Matrix.

Sl. No. 5 : Level 10 as per 7th CPC Pay Matrix.

Sl. No. 6 : Level 6 as per 7th 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.]

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AGE LIMIT

For Sl. No. 1	:	Preferably below 60 years.
For Sl. No. 2	:	Preferably below 55 years.
For Sl. No. 3 & 4	:	50 years.
For Sl. No. 5	:	40 years.
For Sl. No. 6	:	35 years.

TENURE

(i) **For Sl. No. 1** : The tenure of appointment for the post of Director of Physical Education, Sports, National Service and Student Welfare is of five years or till the incumbent attaining the age of 65 years, whichever is earlier.

(ii) **For Sl. No. 2** : It's a senior management level, fixed tenure, administrative post; no teaching / research liability is attached. Tenure for the post is **5 (five) years** or the incumbent attaining the age of **60 (sixty years)**, whichever is earlier. The retirement age for the post is **60 (sixty years)**.

Essential qualifications for Sl. No. 1:

Eminent scholar with published work of high quality, actively engaged in research, with ten years of experience in post-graduate teaching and / or experience in research in university / national level institutions, including experience of guiding research at doctoral level. The teachers with 15 years of U.G. teaching / research experience may also be considered at the discretion of the university.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

Desirable Qualification for Sl. No. 1

He / She should have Certificate in NSS / NCC (C-Certificate). He / She should be able to oversee the NCC / NSS activity.

Job Requirement for Sl. No. 1

The candidate should be an eminent sports person or personality in the field of higher level planning and coordination of annual sports and athletic activities in school and university in the environment with experience of student welfare activities / management of residential students and counseling of students in University / equivalent Institutions and should have experience in educational administration.

The Person shall co-ordinate the activities at different campuses in respect of Physical Education, Sports, National Service and other activities where the students participate. He / She shall also act as the Dean of Students Welfare and oversee all the concerned field.

Essential Qualification for Sl. No. 2 :

Master's Degree, with at least 55% marks or equivalent grading, in any subject preferably English / Bengali / Linguistics / Mass Communication / Journalism / Media and Culture / Sociology / Psychology / Printing Technology / Advertising;

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Desirable Qualification for Sl. No. 2 :

- (I) Ph.D or at-least 7-8 standard national / international publications in publishing or related field.
- (II) P.G degree / diploma in publishing / book publishing / editing / publishing software (e.g. In Design)

Minimum Experience:

- i) **Essential:** Minimum 10 years of teaching (UG/PG) / research / professional / industrial experience in publishing and related fields. In case of a candidate serving Gov't / autonomous body / PSU / University, at least 3 (three) years out of 10 (ten) years of experience as stated above, shall be in the Pay Band -3 of Rs.15600-39100 with G.P of Rs.7600(Pre-revised) (Pay Matrix level 12 of 7th CPC).

Note: Only senior management level experience in book editing / production and / or sales / marketing / promotion in a publishing house (public / private sector) of national / international repute, shall qualify as 'professional / industrial experience' as referred to above.

In addition to normal employer's certificate(s), at least 2(two) references from distinguished writers / editors / publishers shall be necessary for substantiating such experience, if obtained from working in private publishing house(s).

ii) Desirable:

Proven knowledge on the life and works of Rabindranath Tagore and experience in publishing Tagore literature.

Job Requirements: Granthana Vibhaga, set up in 1923, is an important arm of Visva-Bharati. It is in the process of rejuvenation with active support from MoE and UGC.

Parichalaka (Director) shall be responsible for overall supervision and control of its administration including editorial / production, sales / promotion functions. He/she is expected to enhance the image and value of the titles of Visva-Bharati's publications, maintaining a close liaison with Visva-Bharati's academic, research and outreach activities at the same time.

Granthana Vibhaga being a public funded publishing house, controlling of its purchase, stores, accounts and finances as per Gov't rules / orders / policy will be an important aspect of the job requirements. Job requirements may change any time in accordance with the Visva-Bharati Act / Statutes / Regulations and office orders / circulars in force.

Essential qualifications for Sl. No. 3 & 4:

- 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. Five years of experience as Assistant Registrar or in equivalent post in the Pay level 10 and above.

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Desirable for Sl. No. 3 : Chartered Accountant / Cost Accountant / SSA with knowledge in Computer Application.

Essential qualifications for Sl. No. 5 :

- 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. The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.

Essential qualifications for Sl. No. 6 :

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.

Desirable : 2 years practical experience in Cadastral Survey work, demarcation of land boundaries and land settlement work.

GENERAL CONDITIONS FOR THESE RECRUITMENTS :

1. Visva-Bharati reserves the right not to fill up 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. The University reserves the right not to fill up some or all posts advertised, if the circumstances so warrant.
3. Candidates must fulfill essential qualification and experience on the date of application. All educational qualifications must have been obtained from recognized University / Institute which are approved / recognized by the UGC / MoE.
4. 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.
5. Age relaxation may be given to the applicants already working in the University system as per Govt. of India / UGC rules / regulation / orders etc. applicable to these posts.
6. Candidates belonging to reserved categories will be eligible for relaxation in the percentage of marks and also in age, as per Gov't of India / UGC rules / orders issued from time to time.

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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.

7. Caste / Category Certificate

(i) Candidates applying under any of the reserved categories viz. SC / ST / OBC(NCL) will be considered subject to submission of valid Caste Certificates on a prescribed format issued by the competent authority. The vacancies are being advertised in financial year 2025-2026, therefore, valid NCL-OBC certificate issued on or after 01.04.2025 will be considered valid. Candidates who have NCL-OBC certificate issued before 01.04.2025 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 DoP&T vide O.M.36036/2/2013-Estt.(Res) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2013-Estt.(Res-I) 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) 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 submitted / uploaded with the application.

8. The University strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
9. 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.
10. Appointees shall reside within the territorial jurisdiction of the University as declared in the Visva-Bharati Act, 1951.
11. Applicants should upload self attested copies of testimonials towards evidence of age, educational qualifications, caste certificate, physical disability, past service experience etc. with the applications.
12. Candidates already in the employment of Gov't / autonomous body / University / other Gov't funded bodies shall apply through proper channel i.e., they will submit 'No Objection Certificate' along with the online application, and produce the original NOC during interview.
13. Counting of past service, wherever applicable, as per Govt. of India Rules, for a candidate already in service, will be allowed only if the application is received through proper channel and proper release order, last pay certificate etc. are submitted at the time of joining.

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14. The candidates are advised to apply through the Samarth Portal (<https://visvabharatint.samarth.edu.in>)
15. Application fee (non refundable) for post in Level 14 : Rs. 2,000/-
Level 12 & 10 : Rs. 1,600/-
Level 6 : Rs. 1,200/-
Note: The fee once paid shall not be refunded or re-adjusted under any circumstance.
16. Women applicants and PWD applicants (handicapped 40% or above) are exempted from paying any application fee. Attested copy of certificate issued by appropriate authority is to be submitted for such concession / exemption. SC/ST candidates shall pay only 25% of the above application fee.
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 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.
19. 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.
20. The written test will be conducted by the University / any others agency.
21. The weightage for written test (Paper - I & Paper - II) will be 70% and for Interview / Personality Test will be 30%.
22. 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.
23. 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.
24. No TA / DA will be paid for appearing in any written test / Interview for any post.
25. Application incomplete in any respect will be rejected without any reference. Canvassing in any form is strictly forbidden.
26. Candidates called for interview but staying abroad may attend interview through SKYPE or any other audio visual link, as would be permitted by the University.
27. Applicants are advised to read the advertisement very carefully and to ensure that they fulfill required qualification / experience etc.
28. In case of any disputes, any suits or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Hon'ble Calcutta High Court, West Bengal.

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29. Addendum / deletion / corrigendum, if any, will be posted on the University website only i.e. www.visva-bharati.ac.in

30. The closing date / time of applying online will be 08th August, 2025, 11:59 P.M.

Santiniketan
Date: 08.07.2025

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Last date of online application
08th August, 2025, 11:59 P.M.

Apply through the link;
<https://visvabharatint.samarth.edu.in>

Click here for advertisement details

www.visva-bharati.ac.in

Saturday and Sunday are weekly holidays in Visva-Bharati.





SCHEME OF EXAMINATION-2025

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

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

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

1.	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.
2.	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, judgement, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
3.	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.
4.	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.

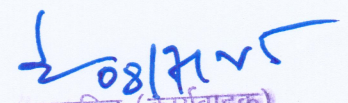
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5.	Computer Awareness: The test will cover Computer Fundamentals, Basic Applications of Computer, Components of Computer, Computer Hardware & Software, Operating systems, Word Processing, Internet and Security & Networking etc.
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B. Paper-II(MCQ) for following posts:

Duration: 1 ½ Hours		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)	
02.	Assistant Registrar	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 Statutes, Ordinances, Regulations of the Statutory Body of the University. For this purpose, the candidates may go through act, Statute, Ordinances, 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)	
03.	Junior 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)	


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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%

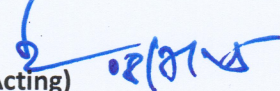
(ii)For OBC (NCL) candidates: 35%

(iii) For SC/ST/PwD candidates: 35%

3. The University reserves the right to decide the Cut-off marks for short listing 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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