



**VISVA-BHARATI
SANTINIKETAN
NOTIFICATION**

गणित्र सदन / Computer Centre
विश्वभारती / Visva-Bharati
सारांश सं./Docket No. 1197
लिथि/Date 23-12-19

The undersigned is to convey that the Upacharya, subject to ratification by the Karma-Samiti, on the recommendation of Cadre Review Committee, approved the revised Recruitment Rule for the posts of:

- 1) Internal Audit Officer
- 2) Deputy Registrar or its equivalent

The revised Recruitment Rule is enclosed for information of all concerned.

21/12/2019
Registrar (Acting)
Visva-Bharati

No. Estab./(E-III)/ P-40 (S)
Dated 15/12/2019

Copy forwarded for information & necessary action to:-

1. All Directors/All Principals
2. All Heads of Academic and Non-teaching Departments/Centre
3. Finance Officer (Offg.)
4. All Joint Registrars/JFO/Deputy Registrars/Internal Audit Officer/Assistant Registrars
5. CMO/CSO/UE
6. In-charge, Computer Centre
7. C.S. to Upacharya
8. Assistant Registrar (Meeting) – for ratification by the Karma-Samiti
9. P.A. to Registrar
- ✓ 10. University Web Master – To upload in the University Web site
11. Hindi Officer – To translate in to Hindi and arrange to upload the Hindi version in the website
12. File

Recruitment rules for the post of Internal Audit Officer

		Recruitment Rules
01.	Name of the Post	Internal Audit Officer (On Deputation)
02.	No. of Post	01
03.	Classification	Group – 'A' (Administrative Services)
04.	Scale of pay	Level -12 with Entry pay Matrix of Rs. 78,800/- as per 7 th CPC [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.]
05.	Whether selection post or non selection post	To be filled up on Deputation basis – Initially for three years, may be extended as per Gol rule.
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)	Nil
07.	Age Limit	Not exceeding 56 years
08.	Educational and other qualifications required for direct recruits	Desirable :- CA/CMA/MBA (Finance)
09.	Minimum Experience	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 With three years regular service in Pay Matrix Level - II(7 th CPC) or equivalent in the area of Audit and Accounts in any Central/State Govt. Department / Autonomous bodies. Or With five years regular service in pay Matrix Level -10 (7 th CPC or equivalent in the area of Audit and Accounts in any Central/State Govt. Department / Autonomous bodies.
10	Whether age prescribed for direct recruits will apply in the case of promotees	NA
11	Method of recruitment.	On Deputation basis on the recommendation of the Selection Committee
12	In case of recruitment by promotion grades from which promotion to be made.	NA
13	Period of probation, if any	Nil
14	If a DPC exists, what is its composition	Selection Committee as constituted by the Karma Samiti (E.C.)

Recruitment rules for the post of Deputy Registrar & its equivalent posts.

Annex-II

		Recruitment Rules
01.	Name of the Post	Deputy Registrar & equivalent posts /Deputy Finance Officer/Accounts Officer.
02.	No. of Post	13
03.	Classification	Group – 'A' (Administrative Services)
04.	Scale of pay	Level -12 with Entry pay of Rs. 78,800/- as per 7 th CPC
05.	Whether selection post or non selection post	N.A.
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)	As per rules.
07.	Age Limit for direct recruits	Preferably below 50 years as per DOPT Office Memo. Dated 31 st December, 2010.
08.	Educational and other qualifications required for direct recruits	Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
09.	Minimum Experience	i) Nine years' of experience as Assistant Professor in the Academic Level -10 and above with experience in educational administration. or (ii) Comparable experience in research establishment and/or other institutions of higher education, or (iii) 5 years' of administrative experience as Assistant Registrar or in an equivalent post.
10.	Whether age prescribed for direct recruits will apply in the case of promotees	NA
11.	Method of recruitment.	(i) 75% posts shall be filled by direct recruitment (ii) 25% posts shall be filled by promotion on the basis of Selection-cum-seniority.
12.	In case of recruitment by promotion grades from which promotion to be made.	i) From Assistant Registrars & its equivalent posts (Assistant Accounts Officer, Assistant Finance Officer, Public Relation Officer, P.S. to Vice Chancellor) who have rendered at least 8 years services in the senior scale in accordance with the M.H.R.D, letter NO. F.10. 52/87-Desk (U) dated 2-11-88 (K.S.R. No. 12 dated 13-12-88) ii) Required qualification for promotion – At least Graduation.
	Period of probation, if any	One year
	If a DPC exists, what is its composition	Selection Committee/DPC as constituted by the Karma Samiti (E.C.)

Note :- Educational and other qualifications/ experience/method of recruitment etc. (As at Sl. No. 8 , 9 & 11) were laid down in terms of Memo. No. F.10-52/87-Desk (U) dated 2-11-88 of MHRD, GOI communicated by the UGC vide letter No. F.1-22/88(NP-I), dt. 17.11.88. and K.S.R. No. 12 dated 13-12-88. However, it has been revised in terms of Memo. of the Ministry of Human Resource Development No. 1-32/2006-U.II/U.1(ii) dated 31st December, 2008 and No. 1-7/2015-U.II(2) dated 2nd November, 2017.