



বিশ্বভারতী
विश्वभारती
VISVA-BHARATI



ADVERTISEMENT NO: 05/2025 dated 27.08.2025

Visva-Bharati, a Central University and an 'Institution of National Importance' functions as a unitary teaching and residential Central University established by the Visva-Bharati Act 1951 (Central Act No. XXIX of 1951).

Visva-Bharati invites applications for the following library cadre officer /administrative / technical posts.

Sl. No.	Name of the post	No. of Post	Category
1.	Librarian (Granthagarika)	01	UR
2.	Deputy Registrar	01	SC
3.	Deputy Registrar	01	UR
4.	Estate Officer	01	UR
5.	Junior Engineer (Civil)	01	SC

Note:

For Sl. No. 2, 3 & 5: Those who applied against the advertisement number 04/2025 dated 08.07.2025 will be automatically considered for this recruitment process. As such, they need not apply afresh against this advertisement.

PAY SCALE

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

Sl. No. 2 & 3: Level 12 as per 7th CPC Pay Matrix

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

Sl. No. 5: 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.]

AGE LIMIT

For Sl. No. 2 & 3: 50 years

For Sl. No. 4: 35 years

For Sl. No. 5: 35 years

কুলসচিব (কার্যবাহক)
विश्वभारती
Registrar (Acting)
Visva-Bharati



Essential Qualification & experience for Sl. No. 1:

- i) A Master's Degree in Library Science / Information Science / Documentation Science with at least 55% marks or an equivalent grade in a point-scale wherever the grading system is followed.
- ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant / Associate Professor in Library Science or ten years' experience as a College Librarian.
- iii) Evidence of innovative library services, including the integration of ICT in a library.
- iv) A Ph.D Degree in Library Science / Information Science / Documentation / Archives and Manuscript-Keeping.

Note: Selection process will be based on UGC Regulations 2018.

Essential Qualification for Sl. No. 2 & 3:

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

Desirable for Sl. No. 2: Chartered Accountant / Cost Accountant / SSA with knowledge in Computer Application.

Note: In case of candidates availing deputation/immediate absorption condition, the essential qualification will be as under:

Officers holding analogous posts on regular basis or with five years regular service in pay level 11 or with eight years regular service in pay level 10 in the Central / State Government, Universities, and other autonomous organizations.

Note: Selection will be based on written test and interview.

Educational and other qualifications for Sl. No. 4:

A second-class Bachelor's degree in Civil Engineering with a minimum of 5 years' experience in construction and maintenance of Building, Transport and Estate Management.

Desirable: At least 3 (three) years' experience in land survey/management/reforms and laws related to land (e.g. WBLR Act), public premises, town/country planning and preservation of heritage sites etc.

Note: - Selection will be based on written test.

Essential Qualification for Sl. No. 5:

Bachelor's Degree of Engineering / Technology in relevant field from a recognized Institute/University with one-year relevant experience.

कुलसचिव (अभ्यवहारिक)
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Visva-Bharati



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.

Note: Selection will be based on written test and skill test.

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.

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.

8/10 Rec
Visva-Bharati



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.
 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 6 & 7: Rs. 1,200/-
Level 12: Rs. 1,600/-
Academic Level 14: Rs. 2000/-
- Note:** The fee once paid shall not be refunded or re-adjusted under any circumstances.
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.

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कुलसचिव (कार्यवाहक)
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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. (i) The written test will be conducted by the University / any other agency.
(ii) Scheme of examination shall be informed in the University website within 30th September, 2025.
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 suites 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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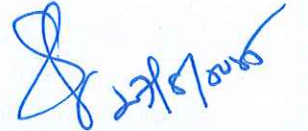
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Region



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 30th September, 2025, 11:59 P.M.

Santiniketan
Date: 27.08.2025


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Last date of online application
30th September, 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.