

বিশ্বভারতী
विश्वभारती
VISVA-BHARATI



ADVERTISEMENT NO : 03/2025 dated 12.06.2025

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

Sl. No.	Name of the posts	Category
1.	Registrar (Karma-Sachiva) (Tenure Post)	UR
2.	Finance Officer(Vitta-Adhikari) (Tenure Post)	UR
3.	Internal Audit Officer(On Deputation)	UR

Note :

Those who applied against the advertisement number 1/2025 dated 24.04.2025 will be automatically considered for this recruitment process. As such, they need not apply afresh against this advertisement.

PAY SCALE

For SI. No. 1 and 2 : Level 14 with Entry Pay of Rs. 1,44,200/- as per 7th CPC Pay Matrix.

For SI. No. 3 : Level 12 with Entry Pay of Rs. 78,800/- 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 SI. No. 1 and 2 : Preferably below 57 years

For SI. No. 3 : Not exceeding 56 years

TENURE

For SI. No. 1 and 2 : The tenure of appointment for the post of Registrar and Finance Officer is of five years duration, or till the incumbent attaining the age of 62 years, whichever is earlier.

কুলসচিব (কার্যবাহক)
বিশ্বভারতী
12/06/2025
Registrar (Acting)
Visva-Bharati

Essential Qualification for Registrar and Finance Officer Sl. No. 1 and 2

- 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) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishment and / or other institutions of higher education.

OR

15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

Desirable Qualification & Experience For Sl. No. 2 (Finance Officer)

- i. ACA / AICWA / ACS / MBA (Finance) / member of any organized Audit and Accounts Service (Group-A) of Central Government.
- ii. Experience of working in University system, in a senior administrative capacity.

Essential and Desirable Qualification, Experience etc for Internal Audit Officer (on Deputation): Sl. No. 3

Deputation : By drawing 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-11 (7th 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 (7th CPC) or equivalent in the area of Audit and Accounts in any Central / State Govt. Department / Autonomous bodies.

Desirable Qualification : CA / CMA / MBA (Finance).

Period of Deputation : Initially for **three years**, may be extended as per GOI rules.

कुलसचिव (कार्यवाहक)
विश्वभारती
Registrar (Acting)
Visva-Bharati

GENERAL CONDITIONS FOR THESE RECRUITMENTS :

7. Caste / Category Certificate

(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.

कुलसचिव (कार्यवाहक)
विश्वभारती
Registrar (Acting)
Visva-Bharati

8. The posts of Registrar and Finance Officer may also be filled up by deputation from eligible officers serving in Govt. of India / State Govt. / Autonomous bodies / Educational Institutions (Central or State funded) fulfilling the essential and desirable qualifications, following the Govt. of India guidelines for deputations.
9. The University strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
10. 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.
11. Appointees shall reside within the territorial jurisdiction of the University as declared in the Visva-Bharati Act, 1951.
12. 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.
13. 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.
14. 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.
15. The candidates are advised to apply through the Samarth Portal (<https://visvabharatint.samarth.edu.in>)
16. Application fee (non refundable) for post in Level 14 : Rs. 2,000/-
for post in Level 12 : Rs. 1,600/-
17. 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.
18. Candidates called for interview / interaction shall not be paid any TA/DA.
19. Application incomplete in any respect will be rejected without any reference. Canvassing in any form is strictly forbidden.
20. 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.
21. Applicants are advised to read the advertisement very carefully and to ensure that they fulfill required qualification / experience etc.
22. An advance hard copy of the application with all self attested documents shall be sent to the Assistant Registrar (Recruitment), Visva-Bharati, Santiniketan, Dist.-Birbhum, Pin No. 731235, West Bengal by 11th July, 2025, 6:00 P.M.

(Signature)
 Registrar (Acting)
 Visva-Bharati

23. 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.
24. Addendum / deletion / corrigendum, if any, will be posted on the University website only i.e. www.visva-bharati.ac.in
25. The closing date / time of applying online will be 11th July, 2025, 11:59 P.M.

Santiniketan
Date: 12.06.2025


Registrar (Acting)
Visva-Bharati
कुलसचिव (कार्यवाहक)
विश्वभारती
Registrar (Acting)
Visva-Bharati

Click here for advertisement details

www.visva-bharati.ac.in

Saturday and Sunday are weekly holidays in Visva-Bharati.

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

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

