বিশ্বভারতী
विश्वभारती
VISVA-BHARATI

ADVERTISEMENT NO: 04/2026 dated 13.11.2026

Visva-Bharati, 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 online applications from the eligible candidates for recruitment to the following administrative and other technical posts through direct recruitment as mentioned against each:-

Sl. No.	Name of the post	Mode of Recruitment	Pay Level	Age Limit	Number of Post
1.	Deputy Finance Officer	Direct Recruitment	Pay Level 12 with Entry Pay of Rs. 78,800/- as per 7th CPC Pay Matrix	50 Years	1 – OBC
2.	Senior System Analyst	Direct Recruitment	Pay Level 12 with Entry Pay of Rs. 78,800/- as per 7th CPC Pay Matrix	50 Years	1 – UR
3.	Junior Engineer (Civil)	Direct Recruitment	Pay Level 6 with Entry Pay of Rs. 35,600/- as per 7th CPC Pay Matrix	35 Years	1 – UR 1– SC

1. Deputy Finance Officer (Sl. No. 1):

Essential Qualifications:

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.

Desirable Qualification:

i) The applicants should have experience and academic background in the field of Commerce / Accounts/Finance/Audit with sound knowledge in computerized system.

ii) Chartered Accountant / Cost Accountant / SSA with knowledge in Computer Application.

NOTE: The post is in the grade of Deputy Registrar and equivalent and is inter-changeable within the grade.

Note: Mode of Recruitment: Direct recruitment through a written test and interview / Personality Test.

2. Senior System Analyst (Sl. No. 2):

Essential Qualification:

B.E./B.Tech. (Computer Science & Engineering) with at least 55% of marks from a recognized University/institution and 9 years of experience of extensive programming and system management in a recognized/reputed Public/ PSU/private organization.

Or

M.Sc. (Computer Science) /MCA/ M.Tech.(Computer Science & Engineering) with 55% of marks from a recognized University/institution and 8 years' experience of extensive programming and system management in a recognized/reputed Public/PSU/Private organization.

Note: Mode of Recruitment: Direct recruitment through a written test and interview / Personality Test.

3. Junior Engineer (Civil) (Sl. No. 3):

Essential Qualification:

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.

Note: Selection will be based on written test and also skill test if decided by the University.

GENERAL CONDITIONS FOR THESE RECRUITMENTS:

1. Candidates must fulfill the prescribed qualification and experience as on the closing date of application, as prescribed by the University for the respective post. All educational qualifications must have been obtained from recognized University/ Institute which are approved / recognized by the UGC / Ministry of Education. The advertised post carries admissible scale plus admissible allowances. Applicants are required to produce specific certificates as per eligibility conditions.

2. Application fees and forms are to be submitted as per details given below:

Group and Level as per 7th CPC	Category	Application Fees
Group A Posts (Level 12)	UR/OBC	Rs. 1600/-
Group B Posts (Level 6)	UR	Rs. 1200/-
	SC	Rs. 300/-

- Applications with incomplete information or without requisite fee shall be rejected.
- Fees once paid will not be refunded under any circumstances.
- Women applicants are exempted from paying any application fee.

3. The candidates must apply through the Samarth Portal (**https://visvabharatint.samarth.edu.in**).

4. **AGE RELAXATION:**

   a. The upper age limit for the prescribed post shall be relaxable to the applicants already working in the University system as per Govt. of India / UGC rules / regulation / orders etc. applicable to these advertised posts.

   b. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents seeking for age relaxation should be submitted at the time of written examination/interview (as applicable for the respective post) also, even if the same has been submitted earlier with the application.

   c. Relaxation of marks in prescribed percentage will be given as per GOI Rules / Guidelines for reserved category candidates.

   However, SC/ OBC(NCL) 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/ OBC(NCL)) 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.

5. **Caste / Category Certificate**

   i) Candidates applying under any of the reserved category viz. SC /OBC (NCL) will be considered subject to submission of valid Caste Certificate on a prescribed format issued by the competent authority. The vacancies are being advertised in financial year 2026-2027, therefore, NCL-OBC certificate of Current Financial Year will be considered valid. The certificate submitted should be digitally verifiable. In view of the above following points be noted:

      i. Every Candidate seeking reservation as OBC is required to submit a certificate regarding his/her "OBC status and non-creamy layer status" issued by the appropriate authority as mentioned in the DoPT O.M. No. 36012/22/93-Estt. (SCT) dated 15/11/1993.

      ii. He/ She should be belong to "OBC Central List" as published by Department of Social Justice & Empowerment, Ministry of Social Justice & Empowerment, Govt. of India in its website (https://www.dosje.gov.in/organisation/national-commission-for-backward-classes-ncbc/central-listof-obcs/).

      iii. As per DoPT O.M. No. 36012/22/93-Estt. (SCT) dated 15/11/1993, he/ she should produce an OBC-NCL certificate which is valid for one year only from the date of its issue.

6. Those who are in employment with state/Central Govt/PSU, must submit a "NO OBJECTION CERTIFICATE" from the employer at the time of verification of documents or as and when asked to upload by the University. Failure to submit/upload NOC by due date will lead to cancellation of candidature.

7. Canvassing in any form will be a disqualification.

8. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible as per advertisement before applying; otherwise, their candidature will be cancelled at any stage, if any information or claim is not found substantiated when the scrutiny of documents is undertaken by the University.

9. All correspondence from the University including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.

10. The University reserves the right not to fill up some or all posts advertised, if the circumstances so warrant. The University reserves the right to withdraw this advertisement, either partly or wholly, at any time without assigning any reason.

11. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the application and self-certified copies/testimonials.

12. Based on the declaration and information provided by the candidate in their Online Registration Form/Application Form, a preliminary scrutiny will be made before the candidate is provisionally declared eligible to appear in the Written Examination / Interview . All Selection will be made in order of merit. However, selected/qualified candidates are subject to document verification based on information provided in the application form before declaration of results. If anyone is found not fulfilling the prescribed qualification/experience etc. and any other eligibility criteria as per the advertisement, at any stage of process, his/her candidature will be treated as cancelled without any further notice.

13. Essential qualification and experience prescribed are the minimum and mere possession of them will not entitle an applicant to be called for interview.

14. The University strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

15. Selected candidates will be required to go through police verification before or after joining to the University. Selection /Appointment of a candidate is liable to be cancelled in case the police verification report is not satisfactory.

16. Appointees shall reside within the territorial jurisdiction of the University as declared in the Visva-Bharati Act, 1951.

17. Applicants should upload self-attested copies of testimonials towards evidence of age, educational qualifications, caste certificate, physical disability (if any), past service experience (if any) etc. with the applications.

18. Candidates, who are in employment with the State/Central Gov't / Autonomous body/ University/other Gov't funded bodies, shall apply through proper channel i.e., they will submit 'No Objection Certificate' from the employer along with the online application, and produce the original NOC during interview or as and when asked by the University for verification of documents. Failure to submit/upload NOC by due date will lead to cancellation of candidature.

19. Counting of past service as per Govt. of India Rules for a candidate, who is already in service, will be considered and allowed only, if the application is received through proper channel; and proper release order, last pay certificate etc., issued by the last employer, are submitted at the time of joining.

20. 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.

21. 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.

22. 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.

23. The weightage for written examination (Paper-I & Paper-II) will be 70% and for Interview / Personality test will be 30%.

24. 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 qualifying criteria for the candidates at its discretion. 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 the aforementioned ratio of 1:15 based on the qualifying criteria decided by the University.

25. 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.

26. No TA / DA will be paid for appearing in any written test / Interview for any post.

27. 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.

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.

29. No interim correspondence on any context relating to the recruitment for the advertised posts from any candidate shall be entertained.

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

31. The closing date / time of applying online will be 20th December, 2026, 11:59 P.M.

32. In order to avoid last minute rush, the applicants are advised to apply early.

33. The Scheme of Examination and Syllabus of the concerned post is enclosed.

13/11/2026

Santiniketan
Date: 13.11.2026

Registrar
Visva-Bharati
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Registrar
Visva-Bharati

Click here for advertisement details
www.visva-bharati.ac.in

Last date of online application
20th December, 2026, 11:59 P.M

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

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SCHEME OF EXAMINATION-2026

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: Englishor 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.
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.

B. Paper-II(MCQ) for following posts:

Duration: 1 ½ Hours		Questions: 50	Marks: 100
Sl. No.	**Name of Post**	**Syllabus**	
01.	**Deputy Finance Officer**	**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)** **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)**	
02.	**Senior System Analyst**	Questions will be designed to test the domain knowledge of the candidates in Word Processing, data analysis packages	
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)	

C. 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 problemsolving 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 ¼th 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.

13/11/2026

Registrar
Visva-Bharati

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