



**VISVA-BHARATI
SANTINIKETAN
NOTIFICATION**

The undersigned is to convey that the Departmental Examination for promotion to the following posts will be held in 22/11/2020. Syllabus for the Departmental Examination for promotion are enclosed. Eligibility for promotion through Departmental Examination will be as per Recruitment-cum-Promotion Rule of the University for the respective posts. Interested candidates are requested to apply.

1. **Departmental Examination for promotion to the post of Section Officer in Level-7 [Pay Band 2 of Rs. 9300-34800/- with Grade Pay of Rs. 4600/- (PR)].**
 - (i) No. of Posts: 06
 - (ii) Reservation: 05-UR, 01-SC
 - (iii) Eligibility: As per Recruitment-cum-Promotion Rule (Annexure 1A)
 - (iv) Syllabus: Enclosed (Annexure 1B)
2. **Departmental Examination for promotion to the post of Senior Assistant in Level-6 [Pay Band 2 of Rs. 9300-34800/- with Grade Pay of Rs. 4200/- (PR)].**
 - (i) No. of Posts: 07
 - (ii) Reservation: 06-UR, 01-ST
 - (iii) Eligibility: As per Recruitment-cum-Promotion Rule (Annexure 2A)
 - (iv) Syllabus: Enclosed (Annexure 2B)
3. **Departmental Examination for promotion to the post of Office Assistant in Level-4 [Pay Band 1 of Rs. 5200-20200/- with Grade Pay of Rs. 2400/- (PR)].**
 - (i) No. of Posts: 09
 - (ii) Reservation: 03-UR, 04-SC, 02-ST
 - (iii) Eligibility: As per Recruitment-cum-Promotion Rule (Annexure 3A)
 - (iv) Syllabus: Enclosed (Annexure 3B)
4. **Departmental Examination for promotion to the post of Junior Assistant in Level-2 [Pay Band 1 of Rs. 5200-20200/- with Grade Pay of Rs. 1900/- (PR)].**
 - (i) No. of Posts: 07
 - (ii) Reservation: 06-UR, 01-ST
 - (iii) Eligibility: As per Recruitment-cum-Promotion Rule (Annexure 4A)
 - (iv) Syllabus: Enclosed (Annexure 4B)

Details of the schedule and venue will be declared in due course, before the date of Examination.

Application from for the Departmental Examination will be available in the University Web Site. Filled in application should be submitted within 10 days from the date of issuance of this notification.

No:- Estab/E-III/Dept. Exam.

Date: 09/09/2020

Registrar (Acting)
Visva-Bharati

Copy forwarded for information and necessary action to:-

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



VISVA-BHARATI
SANTINIKETAN

FORM FOR DEPARTMENTAL EXAMINATION 2020

1. a) Name in full :
(in Block Letters)
- b) Employee Code Number :
2. Date of Birth :
3. Bhavana / Office :
4. Category (SC/ST/PH) :
5. (a) Date of passing (10th) :
Matriculation / School Final / equivalent
(mention the examination passed)
- (b) Date of passing (10+2) :
Higher Secondary or its equivalent Exam.
(mention the examination passed)
- (c) Date of passing Graduation or its equivalent :
(mention the examination passed)
- (d) Any other qualification :
(mention the examination passed)
6. Date of joining Visva-Bharati service :
7. a) Present post with core Pay Band :
and Grade Pay for the post
- b) Date of joining to the present post :
8. Present Pay Band & Grade Pay of the Candidate :
9. Choice of group under Paper-II :
(i.e. Group-'A' or Group-'B')
- Date _____

Counter signature by the
Head of the Department / Office

(Signature of the candidate)



VISVA-BHARATI
SANTINIKETAN

Recruitment Rules for the post of Section Officer & equivalent.

		Existing Rules [K.S.R. 28 dated 06-11-2011)
01.	Name of the Post	Section Officer/D.P.R.O
02.	No. of Post	41
03.	Classification	Group - 'B' (Ministerial Service)
04.	Scale of pay	PB-2 (Rs. 9,300-34,800/-) with Grade Pay Rs. 4600/- *
05.	Whether selection post or non selection post	Not applicable
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)	Not applicable
07.	Age Limit for direct recruits	Not applicable
08.	Educational and other qualifications required for direct recruits	Not application.
09.	Minimum Experience	Not applicable
10.	Whether age prescribed for direct recruits will apply in the case of promotes	Not applicable
11.	Method of recruitment.	100% promotion out of which :- (i) 50% on the basis of Seniority-cum-efficiency from Senior Assistant or its equivalent posts in Ministerial services in core pay of PB-2 with Grade Pay of Rs. 4200/- (the posts as specified in Sl. No. 12) and possessing Bachelor's Degree or its equivalent and have rendered 4(four) years of regular service in the cadre, on the recommendation of DPC. (ii) 50% through Departmental Examination: employees who have rendered at least 2 years of regular service as Senior Assistant or its equivalent posts in Ministerial services (as Specified in Sl. No. 12)/others who are in the posts in core pay of PB-2 with Grade Pay of Rs. 4200/- and possessing Bachelor's Degree or its equivalent will be eligible for appearing at the Departmental Examination for promotion to the post of Section Officer and its equivalent in Ministerial service.
12.	In case of recruitment by promotion grades from which promotion to be made.	Promotion from Senior Assistant or its equivalent Posts (Core Pay of PB-2 with Grade Pay of Rs. 4200), in General Cadre [Cashier, Manager Refectory / A.P.R.O /Assistant Superintendent, Guest House/ Monitor (EPABX) /Editorial Assistant, V.B. quarterly/ Statistical Assistant, SC/ST Cell]
13.	Period of probation, if any	One year
14.	if a DPC exists, what is its composition	DPC as constituted by the Karma Samiti (E.C.)

- Pay scale changed to PB-2 (Rs. 9,300-34,800/-) with Grade Pay Rs. 4800/- by subsequent Karma-Samiti Resolution



**VISVA-BHARATI
SANTINIKETAN**

Syllabus for Departmental Examination for Promotion from Grade 'C' (Senior Assistant & equivalent) to Grade 'B' (Section Officer & equivalent)	
Qualification & eligibility : As per recruitment cum Promotion Rule	
Written Test :	Qualifying marks – 40% in each paper
A. Paper – I	(Time allowed 2 hours) (Full marks – 100)
Syllabus	Marks
1) General English	
i) Précis	30
ii) Drafting of two letters/ Memoranda/ Circulars/ order/ office notes	30
2) Visva-Bharati Act & Statutes & Ordinances	
3) Visva-Bharati Rules	40
i) Establishment Rules and Regulation with special emphasis on Service rules for Non-academic employees, Leave Rules, T.A. rules, LTC Rules, Retirement Benefit Rules etc.	
ii) Rules on Stores & Works matter (restricted to General Financial rules)	
*B. Paper – II	(Time allowed – 1 ½ hour) (Full marks – 70)
*Candidates will have the option to take either of the two groups (A or B) of paper –II	
*Group – A	Marks- 70
Syllabus	
1. Visva-Bharati Act & Statutes and Ordinances	20
2. Establishment Rules	
i) Pay & Allowances	
ii) T.A. Rules	30
iii) Retirement Rules	
iv) P.F. Rules	

<ul style="list-style-type: none"> v) Leave Rules vi) General Financial Rules 	
3. Miscellaneous <ul style="list-style-type: none"> i) Foreign Service & Deputation rules ii) Service Conduct Rules iii) Discipline Rules iv) Medical Attendance Rules v) Treasury Rules 	20
OR	
*Group – B	Marks – 70
1. Accountancy & Auditing <ul style="list-style-type: none"> i) Basic principles of procedures accounting ii) Bank reconciliation Statement iii) Preparation of Balance Sheet including Trading A/C, Receipt and Payment A/C, Income and Expenditure A/C, Profit & Loss A/C, Trial Balance. iv) Rectification of errors v) General principles, Purpose & objectives of Auditing vi) Role of Internal as well as External audit in Visva-Bharati vii) Duties, responsibilities, system of Internal Audit in regard to accounts & records of different Deptts./ Bhavanas of V.B. 	70

Recruitment Rules for the post of Senior Assistant or its equivalent.

		Existing Rules
01.	Name of the Post	Senior Assistant or its equivalent Posts (Grade C-General cadre) [Cashier, Manager Refectory / A.P.R.O. /Assistant Superintendent, Guest House/ Monitor (EPABX)/ Editorial Assistant, V.B. Quarterly, Statistical Assistant (SC/ST Cell).
02.	No. of Post	84
03.	Classification	Group – 'C' (Ministerial Service)
04.	Scale of pay	PB-2 (Rs. 9,300-34,800/-) with Grade Pay Rs. 4200/-
05.	Whether selection post or non selection post	Not applicable
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)	Not applicable
07.	Age Limit for direct recruits	Not applicable
08.	Educational and other qualifications required for direct recruits	Not applicable
09.	Minimum Experience	N.A.
10.	Whether age prescribed for direct recruits will apply in the case of promotes	Not applicable
11.	Method of recruitment.	100% by promotion out of which :- (i) 60% on the basis of seniority-cum-efficiency from Office Assistant (U.D.C.) or its equivalent posts in Ministerial services (as specified in Sl. No. 12) who are in core pay of PB-1(Rs. 5200-20200/-) with Grade Pay of Rs. 2400/- possessing 10 th pass or its equivalent qualification and have rendered 4 years of regular service in the grade, on the recommendation of DPC. (ii) 40% by departmental examination : employees who have rendered at least 2 years regular service as Office Assistant (UDC) or its equivalent posts in Ministerial Service (as specified in Sl. No. 12)/ others who are in the posts in core pay of PB-1 with Grade Pay of Rs. 2400/- or 2900/- and possessing 12 th pass or its equivalent qualification will be eligible for appearing at the departmental examination for promotion to the post of Senior Assistant or its equivalent posts in Ministerial Service.
12.	In case of recruitment by promotion grades from which promotion to be made.	Promotion from Office Assistant (UDC) or its equivalent posts in General Cadre (core pay of PB-1 with Grade Pay of Rs. 2400/-) (Assistant Cashier, Supervisor, Watch & Ward (Grade 'D') Assistant Manager Refectory / Hostel etc) & Senior Telephone Operator / Guide, P.R.O's Office) on the basis of seniority-cum-efficiency.
13.	Period of probation, if any	One year
14.	If a DPC exists, what is its composition	DPC as constituted by the Karma Samiti (E.C.)



**VISVA-BHARATI
SANTINIKETAN**

Syllabus for Departmental Examination for Promotion from Grade 'D' (Office Assistant & its equivalent posts – U.D.C.) to Grade 'C' (Senior Assistant or its equivalent posts)	
Qualification & eligibility : As per Recruitment cum Promotion Rule	
Written Test : (Qualifying marks -40% in each paper)	
A. Paper – I (Time allowed – 1 ½ hour) Full marks – 80	
Syllabus	Marks
i) Drafting of two letters /Memoranda/ Circulars/ Orders/ Office notes	40
ii) Précis	20
iii) Rules (Service Rules, Leave Rules, Retirement Rules/ Act & Statutes)	20
*B. Paper – II (Full marks – 40) Time allowed – 1 ½ hour	
*Candidates will have the option to take either of the two groups (A or B) of paper –II	
*Group – A	Marks- 40
Syllabus	40
i) Visva-Bharati Rules, Service Rules for Non-academic employees	
ii) Leave Rules	
iii) T.A. Rules	
iv) Retirement Benefit Rules	
v) L.T.C. Rules	
vi) Act & Statutes of Visva-Bharati and Ordinances	
OR	
*Group – B	Marks – 40
Syllabus	40
i) Book keeping	

Recruitment Rules for the post of Office Assistant or its equivalent.

		Existing Rules
01.	Name of the Post	Office Assistant or its equivalent posts in General Cadre (UDC) (Grade-D) [Assistant Cashier, Supervisor, Watch & Ward, Assistant Manager Refectory/Hostel etc] & Senior Telephone Operator., Guide, P.R.O's Office]
02.	No. of Post	112
03.	Classification	Group – 'C' (Ministerial Service)
04.	Scale of pay	PB-1 (Rs. 5,200-20,200) with Grade Pay Rs. 2400/-
05.	Whether selection post or non selection post	Not applicable
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)	Not applicable
07.	Age Limit for direct recruits	N.A.
08.	Educational and other qualifications required for direct recruits	Not applicable
09.	Minimum Experience	N.A.
10	Whether age prescribed for direct recruits will apply in the case of promotees	Not applicable
11	Method of recruitment.	100% by promotion out of which:- (i) 60% by promotion on the basis of seniority-cum-efficiency from Jr. Office Assistant-cum-Typist (LDC) or its equivalent posts in Ministerial service (as specified in Sl. No. 12) who are in core pay of PB-1 with Grade Pay of Rs. 1900/-, possessing 10 th pass or its equivalent and have rendered 4 years of regular service in the grade, on the recommendation of DPC. (ii) 40% through departmental examination: employees who have rendered at least 2 years of regular service as Jr. Office Assistant-cum-Typist or its equivalent posts in Ministerial services(as specified as Sl. No. 12)/others who are in the posts in core pay of PB-1 with Grade Pay of Rs. 1900/- & 2000/- and possessing 12 th pass or its equivalent qualification will be eligible for appearing at the Departmental Examination for promotion to the post of Office Assistant or its equivalent in ministerial service.
12	In case of recruitment by promotion grades from which promotion to be made.	Promotion from Jr. Office Assistant-cum-Typist or its equivalent posts (LDC) (Grade Pay of Rs. 1900) in General Cadre (Record Keeper/ Supervisor, Watch & Ward/ Jr. Telephone Operator), on the basis of seniority-cum-efficiency,
13	Period of probation, if any	One year
14	If a DPC exists, what is its composition	DPC as constituted by the Karma Samiti (E.C.)



**VISVA-BHARATI
SANTINIKETAN**

Syllabus for Departmental Examination for promotion from Grade 'E' (Jr. Assistant-cum-Typist & equivalent) to Grade 'D' (Office Assistant and its equivalent)		
Qualification & eligibility : As per Recruitment cum Promotion Rule		
Written Test		(Qualifying marks- 40% in each paper)
(A) Paper – I	(Time allowed : 1 ½ hour)	Full marks – 60
Syllabus		Marks
Drafting of one letter (Answer to be written in English)		15
Précis		20
English Grammar, composition and Translation		25
(B) Paper – II	(Time allowed – 1 hour)	Full marks – 30
Syllabus		Marks
General knowledge & current affairs & Arithmetic		30
In addition to general knowledge & current affairs, the paper will include topics on Visva-Bharati and its founder Gurudeva Rabindranath Tagore & Arithmetic Aptitude		

Recruitment Rules for the post of Jr. Assistant-cum-Typist (L.D.C.) or its equivalent posts in General cadre

		Existing Rules
01.	Name of the Post	Jr. Assistant-cum-Typist (Grade 'E') (L.D.C.) & its equivalent posts in General Cadre (Record Keeper/ Supervisor, Watch & Ward/ Jr. Telephone Operator)
02.	No. of Post	116
03.	Classification	Group – 'C' (Ministerial Service)
04.	Scale of pay	PB-1 (Rs. 5200-20,200/-) with Grade Pay of Rs. 1900/-
05.	Whether selection post or non selection post	Not applicable
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)	Not applicable
07.	Age Limit for direct recruits	35 years for direct recruitment
08.	Educational and other qualifications required for direct recruits	12 th passed or its equivalent, with at least 35 W.P.M. speed in Typing (English) on Computer.
09.	Minimum Experience	One year experience in similar post in a recognized institution.
10.	Whether age prescribed for direct recruits will apply in the case of promotees	Not applicable
11.	Method of recruitment.	<p>1. 50 % by Direct Recruitment</p> <p>2. 50% by promotion out of which :</p> <p>(a) 70% by promotion from the Group 'C' Multi Tasking Staff (carrying core scale of pay of Rs. 2550-3200/-now in PB-1 with GP-1800/-) who have rendered at least 4(four) years regular service in the present grade and passed 10th class or its equivalent examination on the basis of seniority – cum – efficiency with proficiency of typewriting 35 W. P. M. (English) on Computer, on the recommendation of DPC.</p> <p>[A promotee will have to acquire proficiency in Typewriting on Computer with a speed of 35 w.p.m. within one year from the date of promotion to earn annual increment]</p> <p>(b) 10% by promotion from the Group 'C' (carrying core scale of pay of Rs. 2650-4000/- now in PB-1 with GP-Rs. 1800/-) who have rendered at least 4(four) years regular service in the present grade and passed 10th class or its equivalent examination on the basis of seniority-cum-efficiency with proficiency of typewriting 35 W.P.M. (English) on Computer, on the recommendation of DPC.</p> <p>[A promotee will have to acquire proficiency in Typewriting on Computer with a speed of 35 w.p.m. within one year from the date of promotion to earn annual increment].</p> <p>{ c) 20% of vacancies shall be filled up on the basis of Departmental Examination and Type Test, from amongst all staff in PB-1 with GP-1800 who have rendered 2(two) years of regular service in the present grade and passed 12th class or its equivalent examination, on the recommendation of the DPC.</p>
12.	In case of recruitment by promotion grades from which promotion to be made.	As stated in Row 11
13.	Period of probation, if any	One year
14.	If a DPC exists, what is its composition	Selection Committee/ DPC as constituted by the Karma Samiti (E.C.) as the case may be.

Syllabus for Departmental Examination for promotion from qualified Group 'C' Multi Tasking Staff to Jr. Office Assistant-cum-Typist & equivalent posts.

I

Qualification 12th Pass or its equivalent examination [As per KSR No. 28 dated 06-11-2011]

APTITUDE TEST

PAPER – I

Full marks : 50

Time allowed – 1 ½ hr. (One and half hour)

	Marks	
A. General knowledge including knowledge about Visva-Bharati	15	
Comprehension	10	
Translation	05	
Arithmetic	10	
Reasoning	<u>10</u>	
Total	50	
B.PAPER- II - Full marks	-50	(Time allowed 1 ½ hour)
(i) Précis	20	
(ii) letter writing (one in English and one either in English or Bengali)	30	
Total-	50	

Qualifying marks – 40% in each paper

C. Those who qualify the aforesaid test will have to appear at the Typing test and then before the Departmental Promotion Committee for interview.
Typing test (30 w.p.m.) – Marks:10 and Interview- Marks:10