

VISVA-BHARATI
SANTINIKETAN

ADVERTISEMENT NO : 01/2015

Visva-Bharati, a Central University and an 'institution of national importance' invites application for the following post.

Name of the Post. : Registrar, Visva-Bharati

PAY SCALE : PB-4, Rs. 37,400 - 67,000 with Grade Pay Rs.10,000/-

Age details (Relaxable on the recommendation of the selection committee) :

The tenure of the post of Registrar is of five years and is renewable for further terms upto the age of 62 years at the discretion of the University.

QUALIFICATION :

Essential Qualification for the post of Registrar.

A. A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.

B. i) At least 15 years' of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years' of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration.

OR

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

OR

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

General Conditions for Recruitment:

1. Visva-Bharati reserves the right not to fill up the vacancy if circumstances so warrant. Selection for the post may not be confined only to candidates who apply formally.

2. Essential qualifications prescribed are the minimum and mere possession of them will not entitle applicants to be called in for interview. If the number of applications received in response to this advertisement is large and it is not convenient for the University to interview all the applicants, the number of candidates for interview may be restricted to a reasonable limit on the basis of qualifications and experience.

3. Experience may be relaxed at the discretion of the University. Relaxation in age and percentage of marks will be allowed, as per rules, to candidates belonging to reserved categories. Further, age relaxation may be considered by the University / Selection Committee to candidates already in service under Central or State Govt / Autonomous Body / University / Private Sector / Corporate Sector / Eminent Persons.

4. Candidates already in employment shall apply through proper channel (or submit formal '**No objection Certificate**' during interview, if called for), and also submit release order at the time of joining, if appointed. They may however send an advance copy of the application.

5. Counting of past service will not be allowed if applications are not received through proper channel.

6. Selected candidate has to reside within the territorial jurisdiction of the University as declared in the Visva-Bharati Act, 1951.

7. Candidates must fulfill essential qualification / experience on the last date of application. All qualifications must have been obtained from recognized University / Institute which are approved / recognition by the UGC / MHRD.

8. Selected candidates are required to go through police verification after joining.

9. Visva-Bharati strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

10. Candidates called for interview but staying abroad may attend interview through SKYPE.

Application Forms:

a) By post: Application forms made available on written request to the Assistant Registrar(Recruitment), Visva-Bharati, P.O.-Santiniketan, Pin- 731235, Birbhum, West Bengal along with : a self addressed & stamped (Rs 15) envelope (size: 11 cm X 26 cm).

b) By hand: Application may be collected from Assistant Registrar (Recruitment), Visva-Bharati on submission of Cash Coupon of required value purchased from Cash Section, Accounts Office, Visva-Bharati, Santiniketan.

c) From website: Application can be downloaded from University website (www.visva-bharati.ac.in).

d) Prescribed application fee in the form of Demand Draft drawn in favour of Accounts Officer, Visva-Bharati payable at Santiniketan should be sent along with the filled in application.

Application fee (non refundable) : Rs. 1000/-

SC/ST, Women candidates and Differently Abled are exempt from above application fee. Attested copy of certificate issued by appropriate authority is to be submitted by Differently Abled candidate for such concession / exemption.

Submission of Forms and Other Information: (i) Duly filled-in original application form (ii) One set of self attested photo-copies of testimonials /certificates and (iii) two recent passport size photographs signed in full (at the bottom), by the candidate.

iv) Application forms not properly filled in or incomplete in any respect will be rejected without any reference. Canvassing in any form is strictly forbidden.

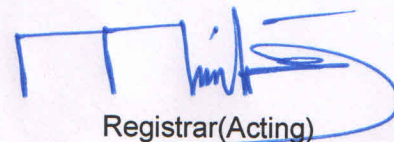
v) Application must be sent in sealed cover superscripted with 'Advertisement Number' and 'Name of post'.

vi) Filled-in-application forms should reach the Assistant Registrar (Recruitment), Visva-Bharati, P.O. Santiniketan, Pin No. 731-235, Dist.-Birbhum, West Bengal.

vii) Applicants are advised to read the advertisement very carefully and to ensure that they fulfill all essential qualifications and experience.

viii) Last date for submission of filled -in application forms is **12th December, 2015** (before 6.00 P.M.).The University will not be responsible for any postal delay. Applications received after last date will not be accepted.

Santiniketan
Date: 12/11/2015


Registrar(Acting)
Visva-Bharati

Copy to:- The University Webmaster- with a request to upload in the University Website