

**Age Limits for applicants**

Pay Level	Age limit	Remarks
Pay Level-14/ Academic Level-14	Preferably below 57 years	For the post of Registrar, Finance Officer and Librarian
Pay Level-12	50 years	For the post of Deputy Registrar and Senior System Analyst
Pay Level-12	56 years	For the post of Internal Audit Officer (on deputation)
Academic Level -10 & Pay Level-10	40 years	Other Group 'A' posts
Pay Level- 7 & 6	35 years	Group 'B' posts
Pay Level- 1, 2, 4 and 5	32 years	All Group 'C' posts

**ELIGIBILITY CRITERIA**

**1.Registrar (tenure post)**

**Essential Qualification:**

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 in an equivalent post.

**Tenure:** 5(Five) years or till attaining the age of superannuation i.e., 62 years, whichever is earlier.



## **2. Finance Officer (tenure post)**

### **Essential Qualification:**

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.

**Tenure:** 5(Five) years or till attaining the age of superannuation i.e., 62 years, whichever is earlier.

## **03.Librarian**

### **Essential Qualification:**

i) A Master's Degree in Library Science / Information Science / Documentation Science with at least 55% or marks or an equivalent grade in a point scale wherever the grading system is followed.

ii) A Ph. D. Degree in library science / information science / documentation / archives and manuscript keeping.

iii) At least 10 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.

iv) Evidence of Innovative Library services, including the integration of ICT in a library.

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

## **4.Deputy Registrar**

### **Essential Qualification:**

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) 5(five) years of administrative experience as Assistant Registrar or in an equivalent post in the Pay Level 10(VII CPC) or above.

**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/skill test and interview.

#### **05. Internal Audit Officer (On Deputation)**

**Deputation:** Officers belonging to Audit and Accounts Services or other similar organized Accounts Services in Central / State Govt., holding analogous posts on regular basis.

OR

Officers with three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department /Autonomous Body.

OR

Officers with five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department /Autonomous Body.

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

#### **06. Assistant Librarian**

##### **Essential Qualification:**

i) A Master's degree in Library Science or Information Science or Documentation Science or an equivalent professional degree, with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed).

ii) A consistently good academic record, with knowledge of computerization of a Library.

iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC/ CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil / Ph.D Degree), Regulations 2009 or 2016 and their amendments from time to time as the case may be.

Provided that the, candidates registered for the Ph D degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree, and such Ph. D, candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or

equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode.
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his / her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/ her Ph. D. work in conferences /seminars sponsored / funded / supported by the UGC/ICSSR /CSIR or any other similar agency.

**Note :**(i)The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

(ii) NET/SLET/SET shall not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

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

#### **07. Assistant Registrar**

##### **Essential Qualification:**

- i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

**Note:** Selection will be based on an all-India open competition by conducting a written test and interview.

#### **08. Section Officer**

##### **Essential Qualification:**

- i) A Bachelor's degree in any discipline from any recognized Institute / University.
- ii) Three years' experience as Assistant/Senior Assistant in the Pay Level 6(VII CPC) or eight years as UDC/Office Assistant in Pay Level 4 (VII CPC) in any Central / State Govt. / University /PSU and other Central or State Autonomous Institution or holding equivalent position in any reputed private company / bank with an annual turnover of Rs. 200 (two hundred) crores or more.
- iii) Proficiency in computer operation, note writing and drafting.

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

### **09. Assistant/Senior Assistant**

#### **Essential Qualification:**

- i) Bachelor's Degree from a recognized University / Institution.
- ii) Three years' experience as UDC/Office Assistant or equivalent in Pay Level 4 (VII CPC) in Central / State Government / University /PSU and other Central or State Autonomous Bodies or equivalent pay package in any reputed private company / corporate bank with a minimum annual turnover of Rs. 200 (two hundred) crores.
- iii) Proficiency in Typing, Computer applications, note writing and drafting.

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

### **10. Upper Division Clerk/ Office Assistant**

#### **Essential Qualification:**

- i) A Bachelor's degree from a recognized Institute / University.
- ii) Two years' experience as Lower Division Clerk/Junior Office Assistant cum Typist /Equivalent post in Pay Level 2(VII CPC) in University/Research Establishment /Central or State Govt /PSU/ Autonomous Body or equivalent pay package in a reputed private company /corporate bank with a minimum annual turnover of Rs. 200 (two hundred) Crores.
- iii) Speed in English Typing @35 wpm
- iv) Proficiency in computer operations.

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

### **11. Lower Division Clerk/Junior Office Assistant cum Typist**

#### **Essential Qualification:**

- i) A Bachelor's Degree from any recognized Institute /University
- ii) English Typing @35 wpm (35 wpm corresponding to 10500KDPH on an average of 5 Key depressions for each work)
- iii) Proficiency in Computer Operations.

**Note: Selection will be through written test and skill test in various components of MS Office particularly in MS Word, MS Excel etc.**

### **12. Multi-Tasking Staff (MTS)**

#### **Essential Qualification:**

- (i) 10<sup>th</sup> Pass from a recognized Board Or ITI Pass (from a Government recognized ITI)

**Note: Selection will be through written test and trade test/skill test (as would be decided by the University/agency).**

### **13. Professional Assistant**

#### **Essential Qualification:**

1. Master's Degree in Library & Information Science from any recognized University /Institution with 02 years' experience in the relevant field in a University / Research Establishment / Central /State Govt. / PSU and Library of other autonomous Institutions.

**OR**

Bachelor's Degree in Library/Library and Information Science from any recognized Institute / University with 03 years' experience in the relevant field in a University /Research Establishment / Central /State Govt. / PSU and Library of other autonomous Institutions.

2. Knowledge of computer applications.

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

### **14. Semi Professional Assistant**

#### **Essential Qualification:**

1. Master's Degree in Library Science and Information Science from any recognized University /Institution.

**Or**

Bachelor's Degree in Library/Library and Information Science from a recognized Institute/University with two years relevant experience in a University /Research Establishment / Central /State Govt. /PSU/ Autonomous Institutions.

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

### **15. Library Assistant**

#### **Essential Qualification:**

- i) Bachelor's degree in Library & Information Science or equivalent from a recognized University.
- ii) Typing speed of 30 words per minute in English
- iii) Knowledge of Computer Applications.

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

### **16. Library Attendant**

#### **Essential Qualification:**

- i) Passed in 10+2 or its equivalent examination from a recognized Board.
- ii) Certificate course in Library Science from a recognized institution.
- iii) One year experience in a University /College / Educational institution Library.
- iv) Basic knowledge of computer applications.

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

### **17. Laboratory Assistant**

#### **Essential Qualification**

Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific instruments in a Laboratory. However, the relevant subject will be as decided by university as per the functional requirement of the department concerned.

The experience should be in University /Research Establishment /Central /State Govt./ PSU and other autonomous bodies or a private organization of repute with an annual turnover of Rs. 200 (two hundred) crores or more.

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

### **18. Laboratory Attendant**

#### **Essential Qualification:**

10+2 pass in science stream from any recognized Central /State Board

**Or**

10<sup>th</sup> Pass from any recognized Central / State Board with Science as one of the subjects and passed in skill certificate programme in Laboratory Technology from a recognized institute.

**Note :** Selection will be based on written test and trade test

### **19. Assistant Engineer (Electrical)**

#### **Essential Qualification**

- i) First Class Bachelor's Degree in relevant field from a recognized Institute / University or equivalent.
- ii) Three years' experience in the relevant field as Junior Engineer or equivalent in State Government PWD services or similar organized services / Statutory or Autonomous organization/University System or reputed private organizations 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/agency.

### **20. Assistant Engineer (Civil)**

#### **Essential Qualification:**

- i) First Class Bachelor's Degree in relevant field from a recognized Institute / University or Equivalent.
- ii) Three years' experience in the relevant field as Junior Engineer or equivalent in State Government PWD services or similar organized services / Statutory or Autonomous organization/University System or reputed private organizations 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/agency.

### **21. Junior Engineer (Civil)**


#### **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/agency.

  
17/4/2013  
कुलसचिव (कार्यवाहक)  
विश्वभारती  
Registrar (Acting)  
Visva-Bharati



## **22. Junior Engineer (Electrical)**

### **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/- Crores or more.

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

## **23.Private Secretary/ PA Level-B**

### **Essential Qualification:**

- 1.A Bachelor's Degree from a recognized University / Institute.
- 2.At least 03 years' experience as Personal Assistant or 5 years as Stenographer in a University /Research establishment /Central /State Govt. /PSU and other autonomous bodies.
- 3.English Stenography speed: 120 w.p.m in English
- 4.English Typing speed: 35 w.p.m in English
- 5.Knowledge of computer applications.

### **Skill Test Norms on Computer:**

Dictation: 10 minutes @ 120 w.p.m. in English  
Transcription: 50 minutes (English)

### **Desirable:**

Proficiency in English & good written and verbal communication skills.

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

## **24. Personal Assistant/PA Level-C**

### **Essential Qualification**

1. A Bachelor's Degree in any discipline from any recognized Institute / University.
- 2.Proficiency in Stenography in English with minimum speed of 100 w.p.m
- 3.Proficiency in Typing in English with minimum speed of 35.
- 4.Knowledge of Computer Applications.

5. Two years' experience as Stenographer or equivalent in Central State Govt. Organizations /University Research Institution or Central /State autonomous Institution /reputed private Institutions having a turnover 200 (two hundred) crore or more.

**Desirable:** - Proficiency in English and good communication skills.

**Skill Test Norms on Computer:**

Dictation: 10 minutes @ 100 w.p.m.

Transcription: 40 minutes English.

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

**25. Stenographer**

**Essential Qualification:**

1. A Bachelor's Degree in any discipline from any recognized Institute / University.
2. Proficiency in Stenography in English with minimum speed of 80 w.p.m.
3. Proficiency in Typing in English with minimum speed of 35w.p.m.
4. Knowledge of Computer Applications.

**Desirable Qualifications:** Proficiency in English and good written and verbal communication skills.

**Skill Test Norms on Computer:** Dictation: 10 minutes @ 80 w.p.m.

Transcription: 50 minutes English

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

**26. Senior Technical Assistant**[(i) Audio Visual-1(ii) Continuing Education-1]

**Essential Qualification:**

Master's Degree in the relevant subject with at least two years' experience in relevant field.

**OR**

First Class Bachelor's Degree in the relevant subject with minimum five years of working and maintenance experience of sophisticated scientific Instruments in the audio visual unit/ continuing education as will be applicable as per the functional requirement of the department concerned.

The experience should be in University /Research establishment /Central /State Govt. /PSU and other autonomous bodies or Private organization of repute with annual turnover of Rs. 200 (two hundred) crore or more.

**Note:** Selection will be based on written test, skill test, practical/trade test

**27. Technical Assistant** [(i)Rabindra Bhavana-2(ii)Audio Visual -1(iii)Social Work-1(iv)Brati-1(v)CIT-1(vi) Laboratory-2(vii)MSS-1(viii)Printing & Dying-1 (ix)Rural Development-2(x)Soil Testing Laboratory-1(xi)Store-1(xii)Welding-2(xiii)Adult & Non-Formal Education-1]

**Essential Qualification:**

Bachelor's degree in the relevant subject with minimum three years of working and maintenance/operation experience of relevant Scientific Instruments in the Laboratory/archive/store/press/audio visual unit etc as will be applicable as per the functional requirement of the department concerned.

The experience should be in University /Research establishment /Central /State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of Rs. 200 (two hundred) crore or more.

**Note: Selection will be based on written test, skill test, practical/trade test**

**28. Security Inspector**

**Essential Qualification:**

(i) Bachelor's degree from a recognized University /Institution with three years' experience as Security Supervisor /Supervisory Position in Security in a Govt. Office, Educational Institute /Private Organization of repute with an annual turnover of at least Rs. 200 (two hundred) crore.

**Or**

(ii) Persons who have served in the Army or such Uniformed service with at least Class 10<sup>th</sup> standard pass or Army Class I examination or an equivalent examination.

**and**

(iii) Holding a valid Driving License (LMV /Motor cycle)

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

**29. Senior System Analyst:**

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

### **30. System Programmer:**

#### **Essential Qualification:**

1. B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering from a recognized University/institution.
2. 05 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PSU Private organization.

**Or**

3. M.E./M.Tech. in Computer Science & Engineering/Electronics Engineering/M.Sc. Computer Science/MCA from a recognized University/institution.
1. 03 years' programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized/reputed Public/PSU/ Private organization.

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

#### **GENERAL TERMS AND CONDITIONS:**

1. Visva-Bharati reserves the right not to fill up any or all of 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.
3. Applicants should possess the prescribed qualification and experience **as on the closing date of application**, as prescribed by the University from time to time for the respective post. In other words, the crucial date of determining the eligibility shall be the last date of application.
4. The advertised posts carries admissible Pay Level plus allowances as admissible in the University as per 7<sup>th</sup> CPC. Applicants are required to submit specific certificates as per eligibility conditions mentioned in the advertisement.
5. The University reserves the right to conduct or not to conduct Practical / Trade Test wherever deemed fit. The University also reserves the right to conduct Practical / Trade Test for the post(s) not mentioned above as per the requirement. The detail modalities / guidelines will be decided by the University as per its requirement.
6. The written and skill tests will be conducted by **National Testing Agency (NTA)**.



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