

**VISVA-BHARATI
SANTINIKETAN
ADVERTISEMENT NO : 4/2013**

Visva Bharati, a Central University and an “institution of national importance” invites application for the following posts :

1. Medical Superintendent, P M Hospital
2. Specialist Medical Officer – Surgery, P.M.Hospital
3. Specialist Medical Officer – Obstetrics & Gynaecology
4. Specialist Medical Officer – Anaesthetist(SC)
5. Medical Officer(GDMO)(OBC)
6. Assistant Engineer - Electrical(OBC)
7. Reprographer –cum-Photographic Officer, Rabindra Bhavana
8. Superintendent, Girls Hostel
9. Administrative Incharge - Manuscript, Vidya Bhavana
10. Cartographer - Geography Department
11. Senior Technical Assistant, Visva Bharati(PH)
12. Accompanist in Tabla, Pakhawaj and Khole, Deptt. of RMDD, Sangit Bhavana(ST)
13. Accompanist in Tabla, Pakhawaj and Khole, Deptt. of RMDD, Sangit Bhavana
14. Accompanist in Manipuri Khole, Deptt. of RMDD, Sangit Bhavana(SC)
15. Staff Nurse, P.M.Hospital, Visva Bharati
16. Staff Nurse, P.M.Hospital, Visva Bharati(OBC)
17. Laboratory Technician(Pathology), P.M.Hospital, Visva Bharati(OBC)
18. Herbarium Assistant, Visva-Bharati(SC)
19. Junior Supervisor, Paper Making & Book Binding, Silpa Sadana(SC)
20. Sanitary Inspector, Sanitation(SC)
21. Technical Assistant - Bengali Manuscript(OBC)
22. Technical Assistant, Visva-Bharati(OBC)
23. Technical Assistant, Visva-Bharati(OBC)
24. Audio Visual Operator, Social Work
25. Jr. Technical Assistant, REC
26. Jr. Technical Assistant, REC(OBC)
27. Jr. Technical Assistant(Female candidate only), REC(OBC)
28. Reference Assistant, PCK(OBC)(PH)
29. Matron, University Hostel, Visva Bharati(OBC)
30. Matron, University Hostel, Visva-Bharati(SC)
31. Matron, Girls Hostel(ST)
32. Matron, Girls Hostel
33. Matron, Girls Hostel(OBC)
34. Dresser, P.M. Hospital, Visva Bharati
35. Dresser, P.M. Hospital, Visva Bharati
36. Ward boy cum Attendant, P.M. Hospital, Visva Bharati
37. Ward boy cum Attendant, P.M.Hospital, Visva Bharati(OBC)
38. Attendant, P.M. Hospital, Visva Bharati(SC)
39. Dental Attendant, P.M. Hospital, Visva Bharati
40. Attendant-cum-Sprayer, P.M.Hospital

PAY SCALES :

For Sl. No.1	: PB-4, Rs. 37,400-67,000 with GP Rs. 8700
For Sl. No.2-4	: PB-3, Rs. 15,600-39,100 with GP Rs.6,600.
For Sl. No.5,6,7	: PB-3, Rs. 15,600-39,100 with GP Rs.5400.
For Sl. No. 8	: PB-2, Rs. 9,300-34,800 with Grade Pay of Rs. 4600.
For Sl. No. 9-16	: PB-2, Rs. 9,300-34,800 with Grade Pay Rs.4,200.
For Sl. No. 17-24	: PB-1, Rs. 5,200-20,200 with Grade Pay Rs.2,800.
For Sl. No. 25-27	: PB-1, Rs. 5,200-20,200 with Grade Pay Rs.2,400.
For Sl. No. 28-33	: PB-1, Rs. 5,200-20,200 with Grade Pay Rs.1,900.
For Sl. No. 34-40	: PB-1, Rs. 5,200-20,200 with Grade Pay Rs.1,800.

AGE DETAILS (Relaxable on the recommendation of the selection committee) :

Ordinarily below For Sl. No. 1	: 50
Ordinarily below For Sl. No. 2-5 & 8	: 45
Ordinarily below For Sl. No. 6, 7	: 40
Ordinarily below For Sl. No. 9-40	: 35

QUALIFICATIONS**Essential Qualification for Sl. No. 1**

The candidate must have M.B.B.S. followed by M.D. or M.S. or equivalent degree from reputed Institution and recognized by Medical Council of India.

Minimum Experience : At least 10 years working experience as doctor and as hospital administrator in a reputed Hospital preferably in Military Hospital.

Essential Qualification for Sl. No. 2

- 1) A Basic University or equivalent qualification included in any one of the schedules to the Indian Medical Council Act.1956(102 of 1956) and must be registered in a State Medical Register of Indian Medical Register.
- 2)M.S.(General Surgery) from a recognized University/Institution or equivalent.
- 3) 3(three) years' working experience in the concerned speciality after acquiring post-graduate qualification as General Surgeon/Registrar/Senior Resident/ Demonstrator/ Tutor in a recognized reputed Hospital/Institution.

Essential Qualification for Sl. No. 3

- 1) A Basic University or equivalent qualification included in any one of the schedules to the Indian Medical Council Act.1956(102 of 1956) and must be registered in a State Medical Register or Indian Medical Register.
- 2)M.S. or M.D. or Post Graduate Diploma(Obstetrics and Gynaecology) from a recognized University/Institution or equivalent.
- 3) Three years working experience in case of M.D. or M.S. or equivalent and five years of experience in case of Post Graduate Diploma Holder in the concerned speciality after acquiring Post Graduate qualification as Gynaecologist/ Registrar/ Senior Resident/ Demonstrator/Tutor in a recognized and reputed Hospital/Institution.

Desirable Qualification For Sl. No. 2 & 3

Experience in Laparoscopic Surgery.

Essential Qualification for Sl. No. 4

- a) M.B.B.S. or its equivalent
- b) Post graduate recognised degree e.g. M.D. (Anaesthesia), F.A.R.C.S., or any equivalent
- c) 3(three) years' experience connected with the speciality after post graduation.

Essential Qualification for Sl. No. 5

M.B.B.S. from a recognized University and recognized by Medical Council of India.

Minimum Experience for Sl. No. 5 :

One year experience as House Surgeon in GL/ Surgery department in a teaching hospital after completion of one year rotating internships.

Essential Qualification for Sl. No. 6

B.E. or equivalent Degree in Electrical Engineering or D.E.E. or equivalent from recognized University/Institution.

Minimum Experience : For B.E. degree holder-at least 3(Three) years experience in equivalent capacity and in case of Diploma holders at least 10 (Ten) years experience in equivalent capacity in any State / Central Govt. Office or Autonomous Body/P.S.U/Reputed Private Industry/ Organization

Shall have experience in working with Computers for both internal and external candidates.

Essential Qualification for Sl. No. 7

A good Master's degree with 55% marks preferably in a Science subject, with Diploma in Photography.

OR

Equivalent qualification in Digitization-cum-Photography.

Minimum Experience : At least 10(Ten) years' experience in Photography with 5(Five) years experience in digital micro-photography & Reprographic work in a reputed organization.

Desirable Qualification for Sl. No. 7

- a) Experience in digital photography & capacity to run audio-Visual Unit using Electronic equipment & repair/maintenance of Photographic and Microfilming equipment.
- b) Degree in Photography.

Essential Qualification for Sl. No. 8

Post Graduate from recognized University. 5(Five) years experience of administering any Girls' Hostel of a recognized University/College/Institution. Proficiency in speaking English, Hindi and Bengali fluently.

Desirable Qualification For Sl. No. 8

Experience in child care and nursing/ Home Science.

Essential Qualification for Sl. No. 9

A good Master's Degree (At least 55% marks) in Sanskrit/ Bengali/ Oriya preceded by an Honours Degree. Diploma in Archival Preservation or Museology.

Minimum Experience : Three years' of administrative/ relevant experience.

Desirable Qualification For Sl. No. 9

Should be conversant with some ancient scripts like Gupta, Sarada, Newari and old Bengali and should be acquainted with modern method of preservation of MSS.

Essential Qualification for Sl. No. 10

i) A good master's degree in Geography with special paper in Cartography and three years experience in Cartography Laboratory.

OR

ii) Diploma in Draftsmanship with eight years experience in Cartographic Laboratory/similar post for internal candidates.

Minimum Experience :

At least three years experience in processing handling statistical data.

Desirable Qualification for Sl. No. 10

Proficiency in computer mapping.

Essential Qualification for Sl. No. 11

Graduate preferably in Science with Diploma in Audio-Visual/ Photography from a recognized Institution.

Minimum Experience

At least 5(Five) years experience in operating and maintenance of modern electronic A.V. equipments, Film Projector and Photography in Black & White and Colour processing. Must have Govt. License for operation of such equipment.

Desirable Qualification For Sl. No. 11

- 1) Technical training related to Audio Visual education.
- 2) Experience in digital photography.

Essential Qualification for Sl. No. 12

B. Mus or its equivalent Degree in Tabla, Pakhwaj & Khole from a recognized University/Institution.

Or

A professional or a traditional artist with a highly commendable professional achievement in the concerned field.

Minimum Experience : A high level of proficiency in Tabla and ability to accompany Pakhwaj and at least 3 years of experience in accompaniment in Tabla & Pakhwaj with Classical Vocal (Kheyal & Dhrupad) and Instrumental Music in a recognized University/Institution.

Desirable Qualification For Sl. No. 12

- 1) At least three years experience in accompaniment with Tagores songs and with Classical Vocal(Dhrupad, Kheyal) and Instrumental Music in any recognised University/ Institution of repute.
- 2) Ability to accompany with the Tabla during normal classes as and when required and conduct rehearsals for the weekly prayer service and other functions and festivals as in vogue in the University.

Essential Qualification for Sl. No. 13

B. Mus or its equivalent Degree in Tabla, Pakhwaj & Khole from a recognized University/Institution.

Or

A professional or a traditional artist with a highly commendable professional achievement in the concerned field.

Minimum Experience :

1) A high level of proficiency in Tabla and ability to accompany Pakhwaj and at least 3 years of experience in accompaniment in Tabla & Pakhwaj with Classical Vocal (Kheyal & Dhrupad) and Instrumental Music in a recognized University/Institution.

2) At least three years experience in accompaniment in Tabla, Pakhwaj & Khole with both Classical Music and Rabindra Sangit including in Nritya-natya and Geeti-natya and also ability to vocal accompany in Tegores Nritya Natya and Geeti Natya.

Desirable Qualification For Sl. No. 13

Ability to accompany with the Tabla during normal classes as and when required and conduct rehearsals for the weekly prayer service and other functions and festivals as in vogue in the University.

Essential Qualification for Sl. No. 14

B. Mus or its equivalent Degree in Tabla, Pakhwaj & Khole from a recognized University/Institution.

Or

A professional or a traditional artist with a highly commendable professional achievement in the concerned field.

Minimum Experience:

A high level of proficiency in Pung and ability to accompany Pung and at least 3 years of experience in accompaniment in Tabla & Pakhwaj with Classical Vocal (Kheyal & Dhrupad) and Instrumental Music in a recognized University/Institution.

Desirable Qualification For Sl. No. 14

Minimum 3 years experience in accompaniment with Manipuri Dance up to the P.G.Dip. level of any recognised University/Institution, An approved artiste of A.I.R./Doordarshan and knowledge of repairing the Khole(Pung).

Essential Qualification for Sl. No. 15, 16

(a) B. Sc. Nursing from an institution recognized by Medical Nursing Council of State/Central Govt.

OR,

(b) 10 + 2 with 'A' Grade Certificate in GNM from an institution recognized by Medical Nursing Council of State/Central Govt.

c) The candidate must be registered with the Medical Nursing Council of India.

Minimum Experience for Sl. No. 15,16

For (b) : At least three years experience after completion of GNM Training in recognized Institution.

Essential Qualification for Sl. No. 17

(a) B.Sc. from a recognized university with Diploma in Medical Laboratory Technology (MLT).

Or

(b) 10 + 2 in Science with Diploma in MLT.

Minimum Experience for Sl. No. 17

For (a) At least one year experience in Pathological Laboratory of a Recognized Institution.

For (b) At least three years experience in Pathological Lab. of a recognized Institution.

Essential Qualification for Sl. No. 18

B.Sc., should have 'O' Level certificate in compute application from a recognized institution.

The candidate shall have 'Botany' or Life Science as one of the subjects at the B.Sc. level.

Minimum Experience for Sl. No. 18

At least 3(Three) years experience of handling Laboratory equipment and carrying out laboratory experiments in any University / College / Research Institute recognized by the UGC/State Govt./Central Govt. or in a Govt. Undertaking /P.S.U. /Reputed Private Industry/Organization.

Essential Qualification for Sl. No. 19

Graduate and Diploma/Certificate in handmade paper making preferably supported by knowledge of book binding from a recognized training Institute. [Visva-Bharati or other Govt. recognized Institute]

Minimum Experience for Sl. No. 19

At least 5 years experience in any production unit of repute.

Essential Qualification for Sl. No. 20

i) Graduate in any discipline with Diploma in Public Health and Hygiene from Govt. recognized Institute.

Or,

ii) Degree in Public Health and Hygiene from Govt. recognized Institute.

Minimum Experience :

At least 2(two) years of service as Sanitary Supervisor in Govt. or Semi Govt. Organization.

Essential Qualification for Sl. No. 21 & 22

Passed B.A (Hons)., ability to read and copy old Bengali manuscripts, to preparing MSS texts and descriptive catalogues of MSS. The selected candidate will have to go remote places for collection of MSS, if necessary.

Minimum Experience for Sl. No. 21 & 22

One year experience in collection of MSS (Relevant area).

Essential Qualification for Sl. No. 23 & 24

Graduate preferably in Science followed by a diploma /certificate/Training in Audio-Visual aids from a recognized Institution.

Minimum Experience for Sl. No. 23 & 24

At least 5(Five) years experience in operating and maintenance of modern electronic A.V. equipments, Film Projector and Photography in Black & White and Colour processing. Must have Govt. Licence for operation of such equipment.

Desirable Qualification for Sl. No. 23 & 24

- 1) Technical training related to Audio Visual education.
- 2) Experience in digital photography.

Essential Qualification for Sl. No. 25, 26 & 27

Honors. Graduate in Social Science from a recognized University.

Desirable Qualification for Sl. No. 25 & 26

Degree in Social Work/Sociology/Rural Development from a recognised University.

Desirable Qualification for Sl. No. 27

Masters Degree in Social Work/Sociology/Rural Development from a recognized University.

Minimum Experience for Sl. No. 25, 26 & 27

Essential : At least three years experience in planning and execution of entrepreneurship development activities, project formulation in a reputed Organization.

- Desirable :**
- 1) Knowledge and skill in planning and implementation of rural development activities including income generating programmes.
 - 2) Basic knowledge in computer application.

Essential Qualification for Sl. No. 28

Graduate with certificate in Library Science.

Minimum Experience :

At least two years experience in equivalent capacity in a recognized Institution.

Desirable Qualification for Sl. No. 28

Shall have experience in Computer application.

Essential Qualification for Sl. No. 29 to 33

Graduate from recognized University.

Minimum Experience for Sl. No. 29 to 33

Experience in general health care of hostellers/ sports and games for at least two years. Proficiency in speaking English and Hindi/Bengali fluently.

Desirable Qualification for Sl. No. 29 to 33

Experience in management hostel/ refectories.

Essential Qualification for Sl. No. 34 & 35

Passed S.F or its equivalent. Training in Dressing /First Aid in a recognized Institution.

Minimum Experience for Sl. No. 34 & 35

At least three years training in Dressing/First Aid in a recognized Institution.

Essential Qualification for Sl. No. 36 to 40

Passed Madhyamik or its equivalent.

Minimum Experience for Sl. No. 36, 37 & 39

One year experience as Ward Boy-cum-Attendant or equivalent posts.

Minimum Experience for Sl. No. 38

One year experience as Attendant in any Office/Hospital or equivalent posts.

Minimum Experience for Sl. No. 40

One year experience as sprayer in Hospital or equivalent posts.

1. General Conditions for these Recruitments:

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

b) 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.

c) Qualification and 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.

d) Counting of past service will not be allowed if applications will not received through proper channel.

e) Selected candidates have to reside within the territorial jurisdiction of the University as declared in the Visva-Bharati Act, 1951.

f) Candidates must fulfill essential qualification/ experience on the date of application. All qualifications must have been obtained from recognized University/Institute only.

g) Candidates already in employment of Govt. / autonomous body/ University/other Govt. funded bodies shall apply through proper channel (**or** submit formal 'No Objection Certificate' during interview, if called for). They may however send an advance copy of the application.

h) Applicants selected for appointment may be required to go through police verification before or after joining.

2. Availability of Application Forms:

a) By post: Will be made available if written request (to **Registrar's Office, Visva-Bharati, P.O.-Santiniketan, Pin- 731235**) is sent along with: (i) a self addressed & stamped (Rs 15) envelope (size: 11 cm X 26 cm) & (ii) prescribed application fee in the form of a/c payee Demand Draft drawn on **State Bank of India, Santiniketan branch (2121)** in favour of **Accounts Officer, Visva-Bharati**. *

b) By hand: Available from same office, on submission of Cash Coupon of required value purchased from **Cash Section, Accounts Office, and Santiniketan** of the University.

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

* Note: IPO/M O / e-transfer/ CRFS/ postage stamp/ revenue stamp etc will not be accepted.

3. Application fee (non refundable) :

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| 1. For posts with GP of Rs.8,700/- | Rs. 500/- |
| 2. For posts with GP of Rs.5,400/- and above | Rs. 400/- |
| 3. For posts with GP below of Rs. 5,400/-. | Rs. 300/- |

SC/ST candidates will be required to pay only 25% of normal application cost. Physically handicapped candidates (handicapped 40% or above) are exempted from payment of fees for forms. Attested copies of certificates issued by appropriate authorities are to be submitted for exemptions.

Submission of forms, last date & other information:

1. Duly filled-in original application form (ii) 12(twelve) photo copies of filled-in form, (iii) one set of attested photo-copies of mark-sheets, certificates & other testimonials, (iv) two recent passport size photographs* with applicant's full signature at the bottom), (v) Demand Draft of required value towards application fee (in case form is downloaded from website), shall be sent to **Registrar's Office, Visva-Bharati, P.O.-Santiniketan, Pin- 731235 (W.B)**.

*Non- returnable.

2. Application sent by post/ courier must be superscribed with adv't number and name of post. Separate application must be made for each post.
3. Attestation can be done by a Gazetted/ Group-A Officer of Govt. **or** Dean/ Director/ Proctor/ Registrar/ Finance Officer/ Controller of Exams/ H-o-D/ Professor/ Associate Professor/ Assistant Professor/ Deputy Registrar/ Group-A officer of a recognized University **or** Principal/ H-o-D of an affiliated and Govt. sponsored/aided college **or** Principal/ Headmaster of an affiliated and Govt. sponsored/ aided high school.

4. Application incomplete in any respect will be rejected without any reference. Canvassing in any form is strictly forbidden.
5. Applicants are advised to read the advertisement very carefully and to ensure that they fulfil required qualifications/ experience.

Last date for submission of filled-in form : 20th July, 2013 (before 6.00 p.m.)

Sd/-
Registrar
Visva-Bharati

Santiniketan
Date : 20.05.2013

Website: www.visva-bharati.ac.in
Sunday & Wednesday are weekly holidays in Visva-Bharati.
For queries, contact 03463-261710