

VISVA-BHARATI, A CENTRAL UNIVERSITY**Founded by Rabindranath Tagore****Website: www.visva-bharati.ac.in****Advertisement for various Non-teaching positions****Advertisement No. 08/2013**

Sl No.	Name of the posts & category	Pay Band and Grade Pay	Age limit	Educational and other qualifications
01.	Deputy Registrar & equivalent(UR) 2 posts	PB-3 Rs.15600-39100/-with Grade Pay of Rs. 7600/-	Preferably below 45 years (Relaxable on the recommendation of the selection committee)	<p>Essential : Post graduate degree with at least 55% marks or its equivalent grade of “B” in the UGC 7 point scale.</p> <p>Desirable:-Experience in Audit, investment, fund management, Resource Generation, Sponsored Research & Consultancy and University Administration.</p> <p>Experience : (i) Nine years’ of experience as Assistant Professor in the AGP of 6000 and above with experience in educational administration OR (ii) Comparable experience in research establishment and/or other institutions of higher education OR (iii) 5 years’ of administrative experience as Assistant Registrar or in an equivalent post.</p>
02.	Assistant Registrar & equivalent(UR) Likely to be increased.	PB-3 Rs.15600-39100/- with Grade Pay of Rs. 5400/-	Preferably below 45 years (Relaxable on the recommendation of the selection committee)	<p>Essential :Post Graduate Degree with at least 55% of the marks or its equivalent grade of ‘B’ in the UGC 7 point scale.</p> <p>Desirable : This being an entry level post no experience is prescribed. However, candidates with exposure / Qualification in Hospitality Service, Facilities Management, Audit will have an advantage.</p>
03.	Estate Officer (UR)	PB-3 Rs.15600-39100/- with Grade Pay of Rs. 5400/-	Preferably below 45 years (Relaxable on the recommendation of the selection committee)	<p>A. Essential: Post graduate degree, with at least 55% marks or its equivalent grade.</p> <p>Desirable: Degree in Law.</p> <p>B.Experience: At least 3(three) years experience in a post (enjoying Grade Pay of Rs. 4600 & above) in the field of land / estate management in a Govt. Dept. / Statutory Authority / University / PSU.</p> <p>Desirable: Proven Knowledge of:- land survey & settlement including</p>

				<p>map/ R-o-R/ deed making process, land reform laws and land revenue system, rules/regulations of municipality/ panchayet, quasi-judicial proceedings for correction of records or for eviction/ removal of unauthorized occupants / structures from public premises (under the Public Premises Act, 1971); valuation of properties etc.</p> <p>Visva-Bharati having a good number of leases / licences, a good understanding of lease/ licence/ contract matters specially drafting of licence agreements and contracts will be preferred.</p> <p style="text-align: center;"><u>Job Requirements:</u></p> <p>Estate Officer heads Estate Office of the University. Primary responsibilities of Estate Office are:</p> <p>i) Administration of land and immovable property: Acquisition / utilization/ disposal of lands; documentation / preservation of deeds, records & maps; management of leases & licences including collection of rent /charges, issuing permission for new construction/ modification and enforcing terms/ conditions ; survey / demarcation; removal of encroachments and unauthorized structures through checks and raids; selection of sites for buildings / facilities; asset registration, maintenance of building register ; valuation / condemnation / disposal of assets; drafting lease/ licence agreements; conducting quasi-judicial proceedings for eviction/ removal/ demolition/ rent-recovery etc under Public Premises (Eviction of Unauthorized Occupants) Act, 1971; supervision of court cases involving land & immovable properties.</p> <p>ii) <u>Management of facilities:</u> Allotment of staff quarters & related works; management of pay parking, pisciculture, staff canteen, pay - use toilets, Panchabati / IGC guest units etc; furnishing of Vice-Chancellor's residence.</p> <p>iii) <u>Co-ordination & liaison</u> with Govt. departments, SSDA, Gram Panchayet, Municipality, Forest</p>
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				<p>Dept. etc regarding management of campus & civic amenities, preservation of heritage and environment etc.</p> <p><u>iv)Planning assistance:</u> Estate Office has been providing a great deal of planning assistance to the university in recent times in the matter of walling/fencing of the campus, diverting roads from the core campus, implementing traffic control and anti-pollution measures etc, in collaboration with Development, Engineering and Security (Watch and Ward) sections of the University.</p> <p>Note: The job requirements mentioned above are indicative only and not exhaustive. Estate Officer shall perform duties as may be assigned to him time to time by University authority.</p> <p>Note :- Those who applied against Advt. No. 6/2012 dated 20-04-2012 will be automatically considered for this recruitment process. As such, they need not apply afresh against this advertisement. They may send updated bio-data, if they wish, with necessary supporting documents (attested).</p>
04.	Hindi Officer-01 post (OBC)	PB-3 Rs.15600-39100/- with Grade Pay of Rs. 5400/-	Preferably below 45 years (Relaxable on the recommendation of the selection committee)	<p>Experience :-Post graduation in Hindi from a recognized university with at least 55% marks or its equivalent grade. English should remain as a subject at graduation level.</p> <p>Desirable :- Knowledge of Sanskrit or any other Indian language.</p> <p>Experience :- 5(five) years experience of translation works from Hindi to English and English to Hindi (wherein translation of technical & scientific works will be preferred).</p> <p style="text-align: center;">Or</p> <p>5 years experience of research or writing or journalism in Hindi.</p>

General Conditions for these Recruitments:

1. Visva-Bharati reserves the right not to fill up any or all of the vacancy if circumstances so warrant.
2. Essential qualifications prescribed are the minimum and mere possession of same will not entitle applicants to be called for interview. If the number of applications received in response to the 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. Relaxation in age and percentage of marks are allowed, as per rules/orders, to candidates belonging to reserved categories.
4. Candidates already in employment in government or government owned/funded body must apply through proper channel or produce 'No objection Certificate' at the time of interview.
5. Candidate must fulfil qualification, experience, and age criterion on the last date of application.
6. Visva-Bharati strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
7. Selected candidate may be required to go through police verification before or after joining.
8. Appointee will be required to reside within Visva-Bharati Campus.

Application Form:

- a) By post: Are made available on written request [to Section Officer (E-1), Visva-Bharati, P.O.-Santiniketan, Pin- 731235] along with: a self addressed & stamped (Rs 15) envelope (size: 11 cm X 26 cm).
- b) By hand: Can be collected from same office.
- c) From website: Can be downloaded from University website (www.visva-bharati.ac.in).
- d) 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.

Note: IPO/MO/e-transfer/postage stamp/revenue stamp etc will not be accepted.

Application fee (non refundable) :

- a) For posts with GP of Rs. 7600/- Rs. 800/-
- b) For posts with GP of Rs. 5400/- Rs. 400/-

SC/ST and Women candidates are exempt from above application fee. Differently Abled candidates (handicapped 40% or above) are exempted from paying fee. Attested copy of certificate issued by appropriate authority is to be submitted for such concession/exemption.

Submission of forms, last date 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 (non-returnable) signed in full (at the bottom), by the candidate.
- ii) Application forms, not properly filled in or incomplete in any respect, will be rejected without any reference. Canvassing in any form is strictly forbidden
- iii) Application must be sent in sealed cover superscripted with “ **Advertisement Number 8/2013**” and “**Name of post.**”
- iv) Filled-in-application forms should reach to the Section Officer E-I Visva-Bharati, P.O.-Santiniketan, Pin No. 731235(WB).
- v) Separate applications must be made for each post.

vi) Applicants are advised to read the advertisement very carefully and to ensure that they fulfil all essential and additional/desirable qualifications/experience.

vii) Last date of receiving application in the University is: 31st October., **2013 (before 6.00 p.m.)**. The University will not responsible for any postal delay. Applications received after last date will not be accepted.

Santiniketan

Date:24-09-2013

Registrar
Visva-Bharati

Sunday and Wednesday are weekly holidays in Visva-Bharati
(Contact No.- **03463-261710**)

CC to 1. Deputy Registrar, Establishment.
2. CS to Vice Chancellor.
3. P.A to Registrar
4. In-charge Computer Centre for website.