

VISVA-BHARATI
SANTINIKETAN
ADVERTISEMENT NO : 02/2012

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

POSTS

1. Deputy Registrar & Equivalent, (OBC)
2. Hindi Officer(OBC)
3. Hindi Translator(OBC)
4. Hindi Typist (SC)

PAY SCALES:

For Sl. No. 1	: PB-3, Rs. 15,600-39,100 with Grade Pay Rs.7,600.
For Sl. No. 2	: PB-3, Rs. 15,600-39,100 with Grade Pay Rs. 5,400.
For Sl. No. 3	: PB-2, Rs. 9,300-34,800 with Grade Pay Rs.4,200.
For Sl. No. 4	: PB-1, Rs. 5,200-20,200 with Grade Pay Rs.1,900.

ELIGIBILITY CONDITIONS:

1. Age Limits (Relaxable on the recommendation of the Selection Committee):

Sl. No. 1	: Ordinarily 45 Years.
Sl. No. 2	: Ordinarily 40 Years.
Sl. No. 3	: Ordinarily 30 Years.
Sl. No. 4	: Ordinarily 25 Years

2. Educational & Other Qualifications & Experience

For Sl. No. 1 (Deputy Registrar & Equivalent), (OBC)

A. Qualifications:

Essential: Post graduate degree with at least 55% marks or its equivalent grade.

B. Experience:

Essential :

- (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.

For Sl. No. 2 Hindi Officer (OBC)

A. Qualifications:

Essential: 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.

Desirable: Knowledge of Sanskrit or any other Indian language.

B. Experience:

Essential: 5(five) years experience of translation works from Hindi to English and English to Hindi (wherein translation of technical & scientific literature works will be preferred).

Or 5 years experience of research or writing or journalism in Hindi.

For Sl. No. 3 Hindi Translator (OBC)

A. Essential qualification:

i) Post Graduation in English/Hindi from a recognized university and English/Hindi as a compulsory/optional subject or as medium of exam at Graduation level.

ii) Recognized Diploma/ Certificate course in translation from Hindi to English & vice versa or two years experience in translation work from Hindi to English and vice versa in Central/State Government and autonomous organization.

B. Desirable qualification:

Knowledge of Sanskrit or any other Indian language.

For Sl. No. 4 (Hindi Typist)(SC)

A. Essential Qualification

- i) Passed Higher Secondary (10+2) from a recognized School or Board.
- ii) Proficiency in type writing (Hindi) at a speed not less than 25 w.p.m.

1. General Conditions for this Recruitment:

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.

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.

Qualification and experience may be relaxed at the discretion of the University. Relaxation in age and percentage of marks will be allowed, as per Govt. rules/orders to candidates belonging to reserved categories.

In case of posts at sl nos 2,3 and 4, additional 5 (five) years age relaxation may be provided to applicants working in Central Gov't/ State Gov't/ autonomous bodies/ Universities (as per UGC's instructions dated 24.01.2011)

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

2. Availability of Application Forms:

Prescribed application form will be made available by post (against written request to 'Registrar's Office, Visva-Bharati, P.O.-Santiniketan, Pin- 731235') if a candidate sends a self

addressed and stamped (Rs 15) envelope (size 11 cm X 26 cm) along with an a/c payee Demand Draft drawn on State Bank of India, Santiniketan Branch (2121), in favour of Accounts Officer, Visva-Bharati towards application fee as detailed below.

I P O/Money Order/ postage stamps etc towards application fee will not be accepted. However, those who wish to collect forms personally may do so from the above office, after producing / submitting Cash Coupon (of required value) procured from the Cash Section of the University.

Forms can also be down loaded from the University website: www.visva-bharati.ac.in. In that case, filled-in application form, required number of photo-copies (of it) and testimonials shall be accompanied by a Demand Draft of required value towards application fee as stated below.

3. Application fee (non refundable):

For posts at Sl. No. 1 & 2 Rs. 400/-

For posts at Sl. No. 3 & 4 Rs. 200/-

SC/ST candidates will be required to pay only 25% of normal application fee. 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.

4. Submission of Forms and Other Information: (i) Duly filled-in original application form (ii) 12(twelve) photo copies of filled-in form,(iii) one set of attested photo-copies of testimonials/certificates and (iv) two recent passport size photographs (non-returnable) signed in full (at the bottom), by the candidate, should reach the above address within the date mentioned below.

Attestation can be done by a Gazetted/ Group-A Officer of Central/ State Gov't or Dean/ Director/ Proctor/ Principal/ Registrar/ Head of Department/ Group-A officer of a recognized University/ college or Principal/ Head Master of a recognized and affiliated high school.

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 Visva-Bharati's service, if appointed. They may however send an advance copy of the application.

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

Counting of past service will not be allowed, if application is not received through proper channel.

Application forms, not properly filled in or incomplete in any respect, will be rejected without any reference.

Separate applications must be made for each post.

Canvassing in any form is strictly forbidden.

5. The last date for submission of filled in application forms is 20th April, 2012 (before 5 p.m.)