



# RABINDRA BHARATI UNIVERSITY

Employment Notice No.: Estt./4636/2014

Date: 28/10/2014

Applications are invited for the following posts purely on **Contractual** basis.

## 1) Programmer – 1 (one)

### Essential Qualification:

- MCA or equivalent.
- Good knowledge of programming in Visual Basic, VBA, HTML, JavaScript, PHP, ASP in Windows based client/server environment along with MSSQL Server and MySQL databases and website maintenance.
- At least one year programming experience in Visual Basic, VBA, HTML, JavaScript, PHP and ASP.
- Must be skilled in electronic data processing and report generation from MSSQL and MySQL databases.

**Age:** Not more than 35 years. Relaxable in case of exceptionally qualified candidates.

**Consolidated Salary:** Rs. 26,000/- per month.

## 2) Accountant – 1 (one)

### Essential Qualification:

- Graduation in Commerce with Honours from any recognized University.
- Working knowledge in MS Office.
- Specialized knowledge in Tally Software.
- At least 3 (three) years of working experience in Accounting, Audit, Budget related work (preferably in University System)

**Age:** Not more than 40 years. Relaxable in case of exceptionally qualified candidates.

**Consolidated Salary:** Rs. 15,000/- per month.

### Information for the Candidates:

- Prescribed application forms may be downloaded from the University Website ([www.rbu.ac.in](http://www.rbu.ac.in)) from **30/10/2014 to 11/11/2014 upto 4PM**.
- Duly completed applications (along with 6 [six] photocopies of filled-in forms) must be submitted along with attested copies of the marksheets and certificates (two sets) of examinations passed and with all relevant documents to the Establishment Section of the university at its Emerald Bower Campus (56A, B.T. Road, Kolkata - 700050) on all working days at normal working hours upto **4PM of 11/11/2014**. Applications can be submitted by post/courier also.
- Envelopes must be super-scribed with **"Application for the post of ....."**.
- Fees:** Rs.200/- (Rs. 100/- for SC/ST/OBC/PWD) as Bank Draft drawn in favour of **Rabindra Bharati University** payable at **Kolkata** at the time of submission of duly filled in application forms.
- Appointment for both the posts (1 and 2) mentioned above will be made purely on Contractual basis. Initial contract period will be one year.
- The prescribed essential qualifications are the minimum and mere possession of the same does not entitle a candidate to be called for interview.
- Candidates should clearly note that the University will in no case be responsible for non receipt of application forms by the University and/or non receipt of interview letter by the candidate due to postal delay or due to any other reason whatsoever. Application received after the prescribed last date will not be entertained under any circumstances and all such applications will be summarily rejected. Incomplete applications will also be rejected.

Registrar (Acting)