



RABINDRA BHARATI UNIVERSITY

Emerald Bower Campus, 56 A B.T. Road, Kolkata-700050

Website : www.rbu.ac.in e-mail: registrar@rbu.ac.in

EMPLOYMENT NOTIFICATION NO. Estt./8667/2024

Dated :15/07/2024

Applications are hereby invited from eligible candidates for the following substantive posts of officers:-

Sl. No.	Posts	Category	Number of Vacancy
1	Finance Officer	UR	1(one)
2	Curator	UR	1(one)
3	Sports Officer	UR	1(one)

1 Finance Officer	
a) Essential Qualification	
(i)	Uniformly good academic record with a Master's Degree in Commerce/ Finance with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
(ii)	Chartered Accountant or Cost Accountant or equivalent professional qualification. OR Master's Degree in Business Administration with specialization in Finance.
(iii)	15(fifteen) years of working experience in management of finance in a Government/ University or Institute of Higher Learning/Commercial Establishment of which 5 years must be in higher administrative post involving supervision, control, planning and administration.
(iv)	Age not below 40 years (as on the date of employment notification) (Relaxable in the case of exceptionally qualified candidates).
Scale of Pay	
Pre-revised Pay Band - Rs. 37,400 – 67,000 with a Grade Pay of Rs. 10,000/- (revised in the Pay level 14 (i.e. Rs.1,44,200-2,18,200))	

2. Curator	
a) Essential Qualification	
(i)	Uniformly good academic record with a Master's Degree in History or in Ancient Indian History with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed and a Post Graduate Degree or Diploma in Museology.
(ii)	At least 7 years' experience in an administrative position in a reputed museum.
(iii)	Age not below 35 years (as on the date of employment notification) (relaxable in the case of exceptionally qualified candidates).
Scale of Pay	
Pre-revised Pay Band Rs. 15,600 – 39,100 with a Grade Pay of Rs. 6,000/- (revised in the Pay level 10 (i.e. Rs. 57,700-1,82,400))	

3	Sports Officer	
	a) Essential Qualification	
	(i)	Constantly good academic records followed by Master Degree in Physical Education or a Master Degree with a diploma or degree in Physical Education.
	(ii)	A minimum of 5 yrs. experience in organizing and conducting physical education or sports activities in a College/Institute of Higher Learning. Preference will be given to candidate having Diploma/Degree from the National Institute of Sports. Requirement of Master degree may be waived in case of graduate candidates with good academic record or at least 10 years experience of recognition in allied fields.
	(iii)	Age not below 30 years (as on the date of employment notification) (relaxable in the case of exceptionally qualified candidates).
b) Desirable Qualification		
i)	Expertise in sports, games and sports administration recognized by the All India Sports Council.	
Scale of Pay		
Pre-revised Pay Band Rs. 15,600 – 39,100 with a Grade Pay of Rs. 6,000/- (<i>revised in the Pay level 10 (i.e. Rs. 57,700-1,82,400)</i>)		

4. Statutory relaxations and other conditions (applicable for all posts)	
(i)	A relaxation of 5% may be provided at the Graduate and Masters level for the Scheduled Castes/Scheduled Tribes/Differently-abled (physically and visually differently abled)/ other Backward Classes (non-creamy layer) categories for the purpose of eligibility and for assessing good academic records during direct recruitment to teaching positions. However, differently abled (physically and visually) candidates are not eligible for any marks relaxation in Physical Education discipline.
(ii)	The minimum qualifying marks of 55% is relaxable by 5% marks (from 55% to 50%) at the Master level for Ph.D. Degree holders who have obtained their Masters degree prior to September 19, 1991.
(iii)	The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is allowed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
(iv)	All the essential qualifications must have been obtained from a recognized University/ Institute. A recognized University/Institute means a University/Institute affiliated to UGC/other statutory apex bodies, or recognized by the State or Central Government as a centre of higher learning. In case of a foreign University, the degree concerned should be recognized as equivalent to its Indian counterpart by the Association of Indian Universities.

5.

(A) Application Form	(B) Application Fees	(C) Annexures
<p>Application in the prescribed form is to be downloaded from our website www.rbu.ac.in from 18/07/2024 to 16/08/2024 (up to 4.00 pm). The application form, duly filled in, is to be submitted either in person at the Establishment Section of the university at the above address <i>“The Registrar, Emerald Bower Campus, 56A, B.T.Road, Kolkata-700 050”</i> on all working days (11.00 AM to 4.00 PM) or to be sent by speed post/courier to the above mentioned address, along with the Demand Draft in original for payment of requisite application fees, as mentioned under (B) and other Annexures as mentioned under (C). The last date for submission of duly filled-in application form is 16/08/2024 (upto 04.00 p.m).</p>	<p>Rs. 500/- [in case of SC/ST/ Differently abled (Physically as well as Visually)] and Rs. 1000/- [for candidates belonging to UR and OBC categories] payable in Demand Draft in favour of RABINDRA BHARATI UNIVERSITY payable at ‘KOLKATA’.</p>	<p>(i) One (1) set of photocopies of all marksheets, certificates and other testimonials. (ii) One Original application Form along with Six (6) photo copies of the same. (iii) No Objection Certificate/Forwarding from/by the existing employer, if applicable. (iv) Original Demand Draft.</p>

6. Please read carefully [General Conditions]	
(i)	Candidates who are already in employment should apply through proper channel.
(ii)	Candidates who had applied for the post of Curator (Serial No.3) earlier vide Notification No. Estt./6456/2018 dated 27/09/2018 need not apply again. However, those with updated academic qualifications/research works/experiences, if any, may forward the copies of the certificates/testimonials in support of their claims along with a letter addressed to the Registrar mentioning clearly the previous Notification No. by the last date of submission of duly filled-in application form. Please note that no application fee is to be paid for seeking such updation of academic qualifications/research works/experiences.
(iii)	Fulfillment of minimum qualifications does not guarantee a call for interview. The University reserves the right to decide the number of candidates to be called for interview for a particular post.
(iv)	Candidates must clearly write his/her postal address, Mobile Number and e-mail ID (in CAPITAL LETTER) in the Application Form. They are also to retain a set of scanned copies of all the documents, including publications, if any, being submitted by them, including filled-in application form. These scanned documents may have to be forwarded to the undersigned electronically before the interview, if necessary.
(v)	Educational qualifications and experiences attained by the applicant till the last date of application will be counted. The University reserves the right to withdraw the notifications at any point of time, partially or completely, if situations so warrant. If done so, application fees will be refunded to respective candidates.
(vi)	The state government norms regarding reservations, as amended from time to time shall be followed, if applicable.
(vii)	The post applied for is to be superscribed on the top of the envelope containing the application form as “APPLICATION FOR THE POST OF.....”.
(viii)	Application received after the last date for any reasons, including postal delay, shall not be entertained.
(ix)	Incomplete applications are liable to be cancelled.

Last date for submission of duly filled-in application form along with requisite fees and annexures:

16/08/2024 (4.00 PM)

Dated: __. __. 2024

Registrar (Acting)



RABINDRA BHARATI UNIVERSITY
 Emerald Bower Campus: 56A B. T. Road, Kolkata-700050
 Website: www.rbu.ac.in

APPLICATION FORM FOR THE POST OF OFFICERS

(Please fill up separate form for each post)

(Please go through instructions given in the website www.rbu.ac.in carefully before filling-up the Application Form)

Advt. No.....Post No.....
 Post applied for

Affix here a
 Passport size
 Photograph

I. INDENTIFYING DATA:

1. Name in full (in block letters) Dr/Mr/Ms
2. Date of Birth3. Father's Name
4. Mailing Address

.....
Pin Code

--	--	--	--	--	--	--

Tel No. Mobile No.....E-mail

5. Permanent Address
-Pin Code

--	--	--	--	--	--	--

6. Marital Status7. Nationality

8. State of Domicile 9. Religion :

10. Do you belong to SC ST OBC-A OBC-B PWD General (Please tick the appropriate Category)
 (in case of PWD category, please tick PWD-OH/PWD-HH/PWD-VH)
 (Please attach attested photocopy of Certificate)

II. MISCELLANEOUS DATA:

1. Are you willing to accept the minimum initial pay in the grade? If not, state reason for claiming higher starting pay.

2. If selected for appointment, what notice period would you require for joining the post ?

3. Names and Addresses of two Referees:

- (i)..... (ii)
-
-

Recommendations from two Referees, not related to the applicant, who are scholars closely acquainted with the applicant's academic training, accomplishments and capabilities, should preferably be obtained in sealed envelopes and attached with this application, or they be requested to send them directly to the Recruitment Cell of the University by post (not by e-mail)

(Please fill this proforma in block capitals, Incomplete applications are liable to be rejected)

(Application and Bio-Data forms are meant to obtain minimum information required for being considered for the post applied for. Candidates may furnish any additional relevant information that they consider necessary, on separate sheets.)

BRIEF BIO-DATA

Post applied for :

Name :Date of Birth

Whether belonging to SC ST OBC-A OBC-B PWD General (Please tick the appropriate Category)

Present Employer

1. EDUCATIONAL QUALIFICATION (Starting with highest degree obtained) :

Sl. No.	Examination/Degree	Name of Board/College/University	Percentage of Marks/ Final Grade	Subject(s)	Year of Passing/ Award
1.	M. Phil or its equivalent (as per UGC Regulations)				
2.	Master's Degree or its equivalent				
3.	Bachelor's Degree or its equivalent (Hons./Major)				
4.	Higher Secondary or its equivalent				
5.	Secondary or its equivalent				

Title of Ph. D. Thesis and year of Award (as per UGC Regulations) (if applicable)

Whether qualified UGC-JRF /NET /SLET/ SET.....

(If yes, indicate the year, and attach a photocopy of the certificate)

2. Details of Employment: (In chronological order starting with the most recent)

(Attach separate sheet, if necessary)

Sl. No	Name of Employer/Status of Institute/ University (Govt./Quasi Govt./Autonomous etc.)	Post held/ Designation	Period of Employment		Basic salary last drawn, pay scale and Grade Pay	Nature of duties
			From	To		

Under your supervision ; both as Guide & Co-Guide

M. Phil Degree (a) Submitted _____ (b) Awarded _____

Ph.D. Degree (a) Submitted _____ (b) Awarded _____

3. Research Projects undertaken (other than that for a research degree)

Subject of Research	Date of Commencement	Date of Completion	Employments Drawn	Under whose Auspices

4. (i) Publications: (Give the number of publications)

	Published	Accepted for Publication	Communicated
(a) Books			
(b) Research Papers/Articles			

(ii) Public Displays/Exhibitions /Performances with or without outputs in CD/ DVD/ Online/ E-Form/ E-Book (for Fine Arts & Visual Arts Faculty)

Sl. No.	Title of Show/ Exhibition/ Performance with or without CD/DVD/ Tape/ Online/ E-Form/ E-Book version or Brochures	Company/ Agency/ Institute Name /self financed(including TV/Radio etc)	Categorization I. International II. National III. Regional (Venues/ event/ gallery/ studio/ museums)	Solo artist/Performer respectively Artist/ performer respectively

N.B.: Please attach a separate sheet listing Items mentioned under each of the above-mentioned categories (Sl. No.- 3, 4(i) & 4(ii)). In those cases where they have been published, please mention the title, the name of the publisher/ the name of the journal, the year of publication, whether written in collaboration, etc. In the absence of these details, the information furnished under this column will not be given any consideration.

Mention briefly your experience/activities under the following heads, including the positions held, if any:

- (a) University administration
- (b) Extra-curricular activities of students
- (c) Residential life of students

5. Knowledge of languages, including Indian languages: (Underline mother tongue and indicate examination(s) passed, if any)

Date:

Signature of the Applicant

Note: i. Candidates are required to enclose copies of Mark-Sheets & Certificates of Educational Qualification.

ii Documentary Evidence in favour of other items mentioned above.

6. List of Enclosures:

- (a) Copies of Mark-sheets & certificate of educational Qualification : Yes/No
- (b) Copies of certificate of clearing NET/SLET/SET etc (for the post of Assistant Librarian) : Yes/No
- (c) Copies of certificate of Teaching & Research experience : Yes/No
- (d) List of publications with details, reprints of papers published and acceptances letters (in case accepted papers/articles etc.) : Yes/No
- (e) Copies of other relevant certificate & documents : Yes/No
- (f) Bank Draft : Yes/No

Bank Draft No. _____ Bank Draft Date _____

Bank Name _____ Branch _____

7. DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted. If at any time, I am found to have concealed / distorted any information or given any false statement, my application/appointment shall liable to be summarily rejected/terminated without notice or compensation.

Date : _____

Place : _____

(Signature of the Applicant)

8. Forwarding letter from present employer of the applicant.

Forwarded with the remarks that Shri/Ms. _____ is working in this organization in the capacity as _____ form _____ to _____ and the institution / organization has no objection to the candidature of the applicant being considered for the post applied for as above.

Place : _____

Date : _____

Fax : _____

E-mail: _____

Signature of Head of the Institution

Name : _____

Designation: _____

Address: _____

(Rubber Stamp)



RABINDRA BHARATI UNIVERSITY
Emerald Bower Campus: 56A B. T. Road, Kolkata-700050
Website: www.rbu.ac.in

APPLICATION FORM FOR THE POST OF OFFICERS

Acknowledgement

Received an application from _____

for the post of _____

Superintendent / Receiving Assistant