



RABINDRA BHARATI UNIVERSITY

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

Jorasanko Campus: 6/4 Dwarakanath Tagore Lane, Kolkata-700007

PHONE: (033) E. B. Campus: 2557-1028/3028/4028/7161, J. S. Campus: 2269-5241/5242/6601/6610

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

APPLICATION FORM FOR THE POST OF OFFICERS / ASSISTANT LIBRARIAN (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. IDENTIFYING DATA:

1. Name in full (in block letters) Dr/Mr/Ms

2. Date of Birth3. Father's Name

4. Mailing Address

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.....Pin Code

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

5. Permanent Address

.....Pin Code

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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.

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

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3. Names and Addresses of two Referees:

(i)..... (ii)

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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 submission (as per UGC Regulations) (if applicable)

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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)



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APPLICATION FORM FOR THE POST OF OFFICERS / ASSISTANT LIBRARIAN

Acknowledgement

Received an application from _____

for the post of _____

Superintendent / Receiving Assistant