

RABINDRA BHARATI UNIVERSITY

56A,B.T.ROAD,KOLKATA-700050

www.rbu.ac.in & www.rbudde.in

EMPLOYMENT NOTIFICATION NO.Estt/8323/2023

DATE: 21/08/2023

Applications are invited from eligible candidates for the post of **Deputy Registrar (Full-Time Contractual)** for the **Centre for Distance and Online Education (CDOE)**, Rabindra Bharati University, Salt Lake Campus, **purely on temporary basis.**

Sl.No.	Post	Status	Specialisation	No. of Post/s
1	Deputy Registrar	Full-time Contractual	Open	One (01)

Tenure of the post: One (1) Year (subject to re-engagement on 'Full-time Contractual' basis upon satisfactory performance)

Deputy Registrar	
a)	Essential and Service Qualification
(i)	Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
(ii)	At least 10 years' experience as Lecturer/ Assistant Professor in AGP of Rs. 6000/- and above with experience in educational administration in Academic Institutions like University, Research Establishment and/or in an institute of higher learning of which 5 (five) years must be in a University or in an Institute of Post Graduate Study. OR Comparable experience in research establishments and other institutions of higher learning. OR 10 (Ten) years' administrative experience, of which 5 years shall be as Assistant Registrar or equivalent post.
(iii)	Age: Not less than 35 years as on 01.01.2023 . Relaxable in case of exceptionally qualified candidates.
b)	Desirable Qualification
(i)	A Doctorate Degree or published paper of high standard. OR
(ii)	Experience of at least 10 years' in a fairly senior position in any academic institutions like a college or University or a research organization.
Pay	
	Consolidated remuneration of Rs. 79,800/- per month. (Other allowances are not admissible)

Application Fee (For all Posts)

(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 23/08/2023 to 12/09/2023 (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 addressed to “The Registrar, Emerald Bower Campus, 56A, B.T. Road, Kolkata – 700 050” on all working days (between 11.00 a.m and 4.00 p.m) 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 12/09/2023.</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) Six (6) photo copies of application form only. (iii) No Objection Certificate/Forwarding from/by the existing employer, if applicable.</p>

Statutory relaxations and other conditions	
1.	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.
2.	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.
3.	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.
4.	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.

General Conditions for all Posts	
5.	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 . Incomplete applications are liable to be cancelled.

6.	Candidates must clearly write his/her 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. It may be noted that the interview may be conducted in virtual mode, if the University so decides.
7.	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.
8.	The state government norms regarding reservations, as amended from time to time, shall be followed, if applicable.
9.	The post applied for is to be superscribed on the top of the envelope containing the application form.
10.	The last date for submission of duly filled-in application is 12/09/2023. Application received after the last date due to any reasons including postal delay shall not be entertained.

Registrar