



RABINDRA BHARATI UNIVERSITY

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

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

PHONE: (033) E.B. Campus: 25571028, 3028, 4028, 7161 J.S. Campus: 22695241, 5242, 6601, 6610

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

EMPLOYMENT NOTIFICATION NO. Estt./5271/2016

DATE: 07/01/2016

Applications are invited from eligible candidates for the below mentioned posts from **11/01/2016 to 29/01/2016 (till 4.30 p.m.)** to be downloaded from university website (www.rbu.ac.in) and submitted to the Establishment Section of the University along with a Demand Draft of Rs. 300/- (Rupees Three Hundred only) (Rs.150/- for SC/ST/PWD) in favour of 'RABINDRA BHARATI UNIVERSITY' payable at 'KOLKATA' not later than **01/02/2016** (from 11 a.m. to 4.00 p.m. on all working days of the university). The applicants are requested to submit the duly filled-in application form with requisite testimonials along with Demand Draft and certificates along with 6(six) copies of application form [Application form + six photo copies of application form and one copy each of all mark sheets, certificates, age proof and other testimonials (1 set)].

Applications are invited for the following posts :-

1. Registrar
2. Librarian
3. Assistant Librarian (Reserved – ST)
4. Audit & Accounts Officer (II)

Scales of pay and Qualification: For all Posts:

1. REGISTRAR

Essential Qualification:

- a. 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.
- b. At least fifteen years of experience as Sr. Lecturer/Reader/Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administrations in Academic Institutions like University, 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

15(fifteen) years administrative experience, of which 8 years shall be as Deputy Registrar or equivalent post.

- c. Age not less than 40 years. Relaxable in the case of exceptionally qualified candidate.

Desirable Qualification : A Doctorate Degree or published research work of merit.



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Or

High level of administrative experience in a Government or Quasi Government organization or a good background in administration and management in senior position.

The post of Registrar shall be in the Pay Band of Rs. 37,400 – 67,000 with a Grade Pay of Rs. 10,000/-

2. **LIBRARIAN**

- i. A Master's degree in Library Science /Information Science with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.
- ii. At least thirteen years' as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian.
- iii. Evidence of innovative library service and organization of published work.
- iv. Desirable : A M.Phil./Ph. D. Degree in Library Science/Information Science/ documentation/achieves and manuscript-keeping.
- v. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

Age : Not below 40 years.

The post of Librarian shall be in the Pay Band of Rs. 37400 - 67000 with the Academic Grade Pay of Rs.10000.

3. **ASSISTANT LIBRARIAN (Reserved for ST)**

- i. A Master's degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 50% of the marks or its equivalent grade of 55% marks(or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge on computerization of library.
- ii. Qualifying in the National Eligibility Test (NET) or other accredited test like SLET/SET in Library Science conducted for the purpose by the UGC or any other agency approved by the UGC.



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- iii. However, candidates, who are, or have been awarded Ph. D. degree in accordance with the “University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Librarian.

The post of Assistant Librarian shall be in the Pay Band of Rs. 15,600 – 39,100 with a Academic Grade Pay of Rs. 6,000/-

4. Audit & Accounts Officer (II)

a. Essential

- 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. 5 (five) years of working experience in Supervision, Control, Planning and Management of Accounts and Audit, preparation of budget in Government, Quasi-Government or University or Commercial Establishment.
- iii. Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable

- i. Chartered Accountant or Cost Accountant or Business Management Degree.

The post of Audit & Accounts Officer (II) shall be in the Pay Band of Rs. 15,600 – 39,100 with a Grade Pay of Rs. 6,000/-

For all post

The minimum requirement of 55% shall not be insisted upon for the existing incumbents who are already in the University system. However, the 55% mark will be insisted upon for those entering the system from outside. A relaxation of 5% marks will be provided at the master’s level (i.e. 55% to 50%) for SC/ST candidates. A relaxation of 5% mark may be provided to the Ph.D. degree holders who have passed their master’s degree prior to 19th September, 1991.

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.

Candidates already in employment should apply through proper channel.

Registrar (Acting)