

RABINDRA BHARATI UNIVERSITY

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

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

EMPLOYMENT NOTIFICATION NO.Estt/8348/2023

DATE: 13/09/2023

Applications are invited from eligible candidates for the following post of **Director (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 Posts
1	Director	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)

I. Director	
a)	Essential and Service Qualification
(i)	A Ph.D. Degree with a high second class Masters' Degree in any discipline in the areas of Humanities, Social Sciences, Sciences, Education, Commerce and Management.
(ii)	At least 10 years' experience in teaching, research and/or extension including 5 years of professional experience at senior supervisory level in the areas of educational planning, management and development including institution building, systems development etc. of this, at least 5 years should be in Reader's/Associate Professor's scale or its equivalent.
(iii)	Candidates with relevant experience in the Distance Education System will be preferred.
(iv)	Age: The upper age limit is 68 (Sixty Eight) years as on 01.01.2023.
	Pay
	Consolidated remuneration of Rs. 1,44,200/- per month (Other allowances are not admissible)

Application Fee

(A) Application Form	(B) Application Fees	(C) Annexures
Application in the prescribed form is to be downloaded from our website www.rbu.ac.in from 15/09/2023 to 09/10/2023 (up to 4.00 p.m) . 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 09/10/2023.	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'.	(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.

General Conditions	
1.	Candidates who had applied for the post of <u>Director</u> earlier vide Notification No. Estt./7384/2021 dated 27/01/2021 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 number by the last date of submission of duly filled-in application form. Please note that no application fee is to be paid for submitting such updation of academic qualifications/research works/experiences.
2.	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.
3.	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.
4.	Candidates must clearly write his/her <u>mobile number and e-mail ID (in CAPITAL LETTER)</u> 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.
5.	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.
6.	The state government norms regarding reservations, as amended from time to time, shall be followed, if applicable.
7.	The post applied for is to be superscribed on the top of the envelope containing the application form.
8.	The last date for submission of duly filled-in application is 09/10/2023 (upto 04.00 p.m.). Application received after the last date due to any reasons including postal delay shall not be entertained.

Registrar



RABINDRA BHARATI UNIVERSITY

Centre for Distance and Online Education

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

Salt Lake Campus: Rabindra Bhavan, EE 9 & 10, Sector-II, Salt Lake City, Kolkata-700091

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

APPLICATION FORM FOR THE POST OF DIRECTOR (Full-Time Contractual)

(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 Sl. No.....

Post applied forSubject.....

Affix here a Self-Attested Passport size Photograph

To
The Registrar
Rabindra Bharati University
Kolkata

Sir/Madam,

In response to your Advertisement No.....dated....., I do, hereby, apply for the post ofas per the details mentioned above. My complete biodata is furnished below.

1. Name in full (in capital letters) Dr/Mr/Ms
2. Date of Birth Age (as on January 1 of the year of Advertisement):.....Year.....Month
3. Father's Name 4. Marital Status
- 5 Mailing Address
- Pin Code:.....Tel No: Mobile No:.....E-mail:
6. Permanent Address
- Pin Code:.....Tel No: Mobile No:.....E-mail:.....
7. Gender:..... 8. Nationality:
9. State of Domicile:10. Religion :.....
11. 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).

12. EDUCATIONAL QUALIFICATIONS:

Sl. No.	Examination/Degree	Name of Board/ College/University	Percentage of Marks / Final Grade	Subjects	Year of Passing / Award
1	Secondary or its equivalent				
2	Higher Secondary or its equivalent				
3	Bachelor's Degree or its equivalent (Hons./Major) (B.A./B.Sc/B.Com)				
4	Master's Degree or its equivalent (M.A./M.Sc/M.Com)				
5	Any other				

(Please attach separate sheet/s if required)

13. (a) Whether Ph.D Awarded (As per UGC Regulations): Yes / No . If yes, Date of Award:.....

Title of Ph.D Thesis (if awarded).....

.....

b) Area of Specialisation at Master's Level:

.....

c) Whether qualified in UGC-JRF /NET /SLET/ SET: Yes / No. If yes, indicate the year.....

(d) Valid RCI Registration (applicable to Candidates applying for Department of Disability Studies)

RCI Registration No. Issued on Valid upto.....

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

Sl. No.	Name of Employer /Status of Institute/ University (Govt./ Quasi-Govt./Autonomous etc.)	Post held / Designation	Period of Employment		Pay Scale, Grade Pay and Basic Salary Last Drawn	Nature of Duties
			From	To		

(Please attach separate sheet/s if required)

15. Experience as Research Supervisor (both as Supervisor and Co-Supervisor)(Details may be attached in separate sheet/s):

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

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

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

Subject of Research	Period of Research	Fund Raised (in Rs)	No. of Research Assistant engaged	Under whose auspices

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

	Published	Accepted for Publication
Books		
Research Papers/Articles		

(Please provide details in separate sheet/s)

(ii) Public Displays/ Exhibitions/Performances with or without outputs in CD/DVD/Online/E-Form/E-Book (for Fine Arts and 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.)	Categorisation 1.International 2.National 3.Regional (Venues / Event / Galley / 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. Nos. 16, 17(i) & 17(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.

18. 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:

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

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

21. If selected for appointment, what notice period would you require for joining the post:
.....

22. Name, Designation and Institutional Affiliation (if any), Address, Contact Number and E-mail ID of two Referees (Recommendations from two Referees, not related to the applicant, who are scholars closely acquainted with the applicant's academic training, accomplishments and capabilities.):

(i).....
.....

(ii).....
.....

Declaration:

I do, hereby, declare that the particulars/information furnished above are true and correct. Should any of the information / documents / statements turn out to be incorrect or false at any stage, I may be held responsible, the appointment, if offered to me, is liable to be terminated and action may be taken by the University against me as per rules.

Date:

Signature of the Applicant

Note: Candidates are required to enclose:

- (i) Copies of Mark-Sheets & Certificates of Educational Qualification.
- (ii) Documentary Evidence in favour of other items mentioned above.

List of Enclosures (Please tick the enclosures attached):

Sl. No.	Check List	Sl. No. of enclosure	No. of sheets
i.	Secondary or equivalent mark sheet & certificate		
ii.	Higher-Secondary or equivalent mark sheet & certificate		
iii.	B.A./ B.Sc./ B.Com (Final) mark sheet & Certificate		
iv.	M.A./ M.Sc./ M.Com (Final) mark sheet & Certificate		
v.	M. Phil. Degree		
vi.	Ph.D./ D. Phil. Degree		
vii.	D.Litt., D.Sc. degree		
viii.	NET, UGC-JRF, CSIR-JRF Award Certificate		
ix.	Caste Certificate issued by the Competent Authority (OBC/SC/ST)		
x.	PWD Certificate		
xi.	Experience certificates		
xii.	Recommendation letter(s)		
xiii.	Award (s)		
xiv.	Fellowship(s)		
xv.	Publication (s)		
xvi.	Any other (Please specify)		

Details of Bank Draft attached:

Bank Draft No.: Bank Draft Dated:

Bank Name: Branch:

Date :

Signature of Candidate



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

APPLICATION FORM (FOR THE POST OF DIRECTOR) (Full-Time Contractual Post)

Acknowledgement

Received an application from _____

for the post of _____

Vide Employment Notification No..... dated

Date :

Superintendent / Assistant