



# RABINDRA BHARATI UNIVERSITY

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

Website : [www.rbu.ac.in](http://www.rbu.ac.in) e-mail: [registrar@rbu.ac.in](mailto:registrar@rbu.ac.in)

EMPLOYMENT NOTIFICATION NO. Estt./ 7541 /2021

Dated : 02/11/2021

Applications are invited for the following posts:-

Sl. No.	Post	Number of vacancy
1	Dean, Students' Welfare	1 (one)
2	Curator	1 (one)
3	Security Officer	1 (one)
4	Sports Officer	1 (one)

1 Dean, Students' Welfare	
a)	<b>Essential Qualification</b>
(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 15 years' experience as Sr. Lecturer/Reader/Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration 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 Deputy Registrar or equivalent post.
(iii)	Age not below 40 years (as on the date of employment notification) (relaxable in the case of exceptionally qualified candidates.)
b)	<b>Desirable Qualification</b>
i)	Expertise in Behavioural Science will get preference.
<b>Scale of Pay</b>	
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)	<b>Essential Qualification</b>
(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) (As on January 1, 2021)
<b>Scale of Pay</b>	
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. 57,700-92,500))	



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<b>3</b>	<b>Security Officer</b>
a)	<b>Essential Qualification</b>
(i)	Bachelor's Degree with good academic record
(ii)	At least 10 to 15 years of experience in security related jobs in supervisory position.
(iii)	Experience in caretaking in respect of buildings and properties of an institution and also in looking after the maintenance and cleanliness in the said premises.
(iv)	Age between 40 to 55 years (as on the date of employment notification).
b)	<b>Desirable Qualification</b>
i)	Training in Military/Police is desirable.
ii)	Minimum 5 yrs. of experience in personnel management.
<b>Scale of Pay</b>	
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. 57,700-92,500))	

<b>4</b>	<b>Sports Officer</b>
a)	<b>Essential Qualification</b>
(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 case of exceptionally qualified candidates).
b)	<b>Desirable Qualification</b>
i)	Expertise in sports, games and sports administration recognized by the All India Sports Council.
<b>Scale of Pay</b>	
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. 57,700-92,500))	

<b>Statutory relaxations and other conditions (applicable for all posts)</b>	
(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



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	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.

(A) Application Form	(B) Application Fees	(C) Annexures
Application in the prescribed form is to be downloaded from our website <a href="http://www.rbu.ac.in">www.rbu.ac.in</a> from 04/11/2021 to 26/11/2021 (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 on all working days (11.00 AM to 4.00 PM) or to be sent by 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).	<b>Rs. 500/-</b> [in case of SC/ST/ Differently abled (Physically as well as Visually)] and <b>Rs. 1000/-</b> [for other candidates] 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.

Please read carefully	
(i)	Candidates who are already in employment should apply through proper channel.
(ii)	Candidates who had applied for the post of <b>Curator</b> (Serial No.2) 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.
(ii)	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.
(iii)	The qualification and experience acquired upto the date of Notification will be considered.
(iii)	<b>Incomplete applications are liable to be cancelled.</b>

<b>Last date for submission of duly filled-in application form along with requisite fees and annexures:</b>
<b>30/11/2021 (4.00 PM)</b>

Dated: 02.11.2021

Registrar  
Rabindra Bharati University



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## 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](http://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 Birth .....3. Father's Name .....

4. Mailing Address .....

.....  
.....Pin Code 

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

5. Permanent Address .....

.....Pin Code 

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6. Marital Status .....7. Nationality .....

8. State of Domicile ..... 9. Religion : .....

10. Do you belong to 

SC	ST	OBC-A	OBC-B	PWD	General
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 (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 submission (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 : \_\_\_\_\_

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**(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

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](http://www.rbu.ac.in) e-mail: [registrar.rbu@gmail.com](mailto:registrar.rbu@gmail.com)

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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