



Rabindra Bharati University
Kolkata-700050

Employment Notification No. Estt./9266/2026

Dated: 14/01/2026

The University invites applications from eligible candidates of Indian Nationals in the prescribed form for the following substantive post of Officer within 16/02/2026 in the prescribed format appended as Annexure - I to this Notification :

1. DEPUTY REGISTRAR : One post (UR)

Qualifications:

a. Essential:

- 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 the 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 posts.
- (iii) Age not less than 35 years. Relaxable in the case of exceptionally qualified candidates.

b. Desirable:

- i) A doctorate degree or published papers of high standard.

OR
- (ii) Experience of at least 10 years' in a fairly senior position in any academic institutions like a College or a University or a research organisation.

Pay : Pay Level 12 (Rs.79,800 -2,11,500/-)

THE LAST DATE FOR SUBMISSION OF FILLED-IN APPLICATION FORM IS 16/02/2026 (upto 4:00 p.m)

STATUTORY RELAXATIONS

- (i) A relaxation of 5% may be provided at the Graduate and Master's level for the Scheduled Castes/Scheduled Tribes/Differently-abled (physically and/or visually differently-abled)/ other Backward Classes (non-creamy layer) categories for the purpose of eligibility.
- (ii) The minimum qualifying marks of 55% is relaxable by 5% marks (from 55% to 50%) at the Master's level for Ph.D. Degree holders who have obtained their Master's degree prior to September 19, 1991.
- (iii) 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.

FILLING UP/SUBMISSION OF APPLICATION FORM AND OTHER RELATED INSTRUCTIONS:

1. Blank application form is available as Annexure – I to this Notification for downloading. The application form should be filled-in carefully.
2. **Candidates must clearly write his/her postal address, Mobile Number and e-mail ID (in CAPITAL LETTER) in the Application Form.**
3. **Application fees of Rs. 1000/- (Rs. 500/- in the case of applicants belonging to reserved categories)** is payable in Demand Draft in favour of 'RABINDRA BHARATI UNIVERSITY' payable at 'KOLKATA'. Original Demand Draft must be attached with the application form.
4. **Seven hard copies of the duly filled-in complete application form (one original and six photocopies) along with all enclosures including attested / self attested photocopies of all mark sheets, certificates and testimonials (in a single copy)** are to be submitted either by post Under Certificate of Posting, preferably by Registered Post to the "Registrar, Rabindra Bharati University, Emerald Bower Campus, 56 A, B.T. Road, Kolkata-700050" or in person to the "Office of the Registrar" on all working days till 16/02/2026 between 11:00 a.m. and 4:00 pm.
5. Candidates must superscribe the envelope with the name of the post applied for and the Employment Notification Number.
6. Candidates already in service should apply through proper channel.
7. Canvassing in any form will disqualify a candidate.
8. Mere submission of application does not guarantee a call for interview. The University reserves the right for selection as per the University selection procedure.
9. All qualifications, experiences and age will be counted till the last date of submission of application.
10. Applicants should follow the University website (www.rbu.ac.in) for any update / notification regarding this employment notification.
11. University will not be liable for any kind of postal delay.
12. Incomplete application will be rejected without any intimation.

Registrar (Acting)



RABINDRA BHARATI UNIVERSITY
Emerald Bower Campus: 56A B. T. Road, Kolkata-700050
Website: www.rbu.ac.in

APPLICATION FORM FOR THE POST OF OFFICER
(Please fill up separate form for each post)

(Please go through the instructions given in the website www.rbu.ac.in carefully before filling-up the Application Form)

Advt. 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/Mother'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 Status 7. 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 academicians/administrators closely acquainted with the applicant's academic/administrative 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 Registrar's Office of the University by post (not by e-mail).

(Please fill this proforma in block letters. 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 QUALIFICATIONS (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.	Ph.D. (as per UGC Regulations)				
2.	M.Phil (as per UGC Regulations)				
3.	Master's Degree or its equivalent				
4.	Bachelor's Degree or its equivalent (Hons./Major)				
5.	Higher Secondary or its equivalent				
6.	Secondary or its equivalent				
7.	Other Qualification, if any				

Title of Ph. D. Thesis and year of Award (as per UGC Regulations) (if applicable)

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Under your supervision: both as Guide & Co-Guide

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

(a) Submitted _____ (b) Awarded _____

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		

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. Publications: (Give the number of publications)

	Published	Accepted for Publication	Communicated
	a) Books		
(b) Research Papers/Articles			

N.B.: Please attach a separate sheet listing Items mentioned under each of the above-mentioned categories under Sl. No.- 3 and 4. 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:
Applicant**

Signature of the

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 acceptance letters.	: 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. No Objection Certificate from the present employer of the applicant.

Forwarded with the remarks that Dr./Mr./Ms has been working in this organization in the capacity of
From to and the institution / organization has no objection to the candidature of the applicant being considered for the post applied for as above.

Place : _____

Signature of Head of the Institution

Date : _____

Name : _____

Fax : _____

Designation: _____

E-mail: _____

Address: _____

(Rubber Stamp)



RABINDRA BHARATI UNIVERSITY
Emerald Bower Campus: 56A B. T. Road,
Kolkata-700050
Website: www.rbu.ac.in

APPLICATION FORM FOR THE POST OF OFFICER

Acknowledgement

Received an application from _____

for the post of _____

Superintendent / Receiving Assistant