

RABINDRA BHARATI UNIVERSITY

Emerald Bower Campus
56A, B.T.Road, Kolkata-700050
www.rbu.ac.in

EMPLOYMENT NOTIFICATION NO. ESTT./8382/2023

DATED : 01/11/2023

Applications are invited from eligible candidates for the following post of **Office Assistant with knowledge of Computer and Stenography in English (Full-Time Contractual)** for the Vice-Chancellor's Secretariat and the Registrar's Department of Rabindra Bharati University **purely on temporary basis.**

Sl. No.	Post	Status	Category	No. of Post/s
1	Office Assistant with knowledge of Computer and Stenography in English	Full-time Contractual	Open	Three (03)

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

Office Assistant with knowledge of Computer and Stenography in English (Full-Time Contractual)

1. Eligibility Criteria

- (i) Minimum Graduate in any subject.
- (ii) Knowledge in basic Computer Applications.
- (iii) Stenography Speed : Minimum 100 w.p.m. (in English).
- (iv) Typing Speed : Minimum 40 w.p.m. (In English)

2. Age

Not more than 35 Years

3. Period of Engagement

Initially for one year (may be re-engaged subsequently subject to the maximum age of 60 years depending on actual requirement and satisfactory performance).

4. Experience

Preference would be given to the candidates having relevant prior experiences in office administration at the Government/Quasi Government/ Private sectors, especially in Educational Institutions.

5. Pay

Consolidated remuneration of Rs. 24,500/- per month (Other allowances are not admissible)

6. Application Form

Application form is to be downloaded from our website www.rbu.ac.in from **07/11/2023** to **01/12/2023 (up to 04.00 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 01/12/2023 (upto 04.00 p.m.)**

7. Application Fees

Rs. 250/- [in case of SC/ST/ Differently abled (Physically as well as Visually)] and Rs. 500/- [for candidates belonging to UR and OBC categories] payable in Demand Draft in favour of RABINDRA BHARATI UNIVERSITY payable at 'KOLKATA'.

8. Annexures

- (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.

9. Mode of Selection

Phase – I : Candidates whose applications are found in order in all respects, shall be required to undergo a test in Shorthand at the speed of 100 words per minute for 05 (five) minutes. The text is to be transcribed in own handwriting within 45 minutes thereafter.

Phase – II : The candidates selected and shortlisted on the basis of the result of Phase-I test shall be required to undergo a further test in Shorthand at a speed of 100 w.p.m., to be followed by direct transcription of the text through the aid of a Computer at the speed of 40 w.p.m. The candidates will be given a further time of 10 minutes immediately after the completion of the dictation before they are asked to transcribe the text, for verification of the outlines.

10. General Conditions

a.	Fulfillment of minimum qualifications does not guarantee a call for test/ interview. The University reserves the right to decide the number of candidates to be called for test/interview for the post. Incomplete applications are liable to be cancelled.
b.	Candidates must clearly write his/her mobile number and e-mail ID (in CAPITAL LETTER) in the Application Form.
c.	For all the posts, educational qualifications, age 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.
d.	The state government norms regarding reservation, as amended from time to time, shall be followed, if applicable.
e.	Candidates are advised to follow University website on regular basis for any update regarding the selection process.
f.	The last date for submission of duly filled-in application is 01/12/2023. Application received after the last date for any reasons, including postal delay, shall not be entertained.

Registrar



RABINDRA BHARATI UNIVERSITY

Emerald Bower Campus: 56A B. T. Road, Kolkata-700050
Website: www.rbu.ac.in e-mail: registrar@rbu.ac.in

APPLICATION FORM FOR THE POST OF “OFFICE ASSISTANT WITH KNOWLEDGE OF COMPUTER AND STENOGRAPHY” (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 for

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 bio-data 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) Stenography Speed (English) :..... w.p.m.

b) Computer Typing Speed (English) :w.p.m.

**c) Level of Knowledge in Computer Applications :
(Please attach certificate, if any)**

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. Mention briefly your experience/activities under the following heads, including the positions held, if any : (Please attach separate sheet/s, if required, along with supporting documents)

(a) Administration / Accounting / Office Management:

(b) Any Other :

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

17. Are you willing to accept the pay? If not, state reasons:

.....

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

.....

19. 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 closely acquainted with the applicant's administrative / academic training/ experiences, 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 Qualifications.
- (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 Marksheet & Certificate		
(ii)	HS or equivalent Marksheet & Certificate		
(iii)	B.A./ B.Sc./ B.Com (Final) Marksheet & Certificate		
(iv)	M.A./ M.Sc./ M.Com (Final) Marksheet & Certificate		
(v)	M. Phil. Degree Certificate		
(vi)	Ph.D./ D. Phil. Degree Certificate		
(vii)	NET, UGC-JRF, CSIR-JRF Award Certificate		
(viii)	Caste Certificate issued by the Competent Authority (OBC/SC/ST)		
(ix)	PWD Certificate		
(x)	Experience Certificates		
(xi)	Recommendation letter(s)		
(xii)	Award (s)		
(xiii)	Fellowship(s)		
(xiv)	Publication (s)		
(xv)	Any other (Please specify)		

Details of Bank Draft attached:

Bank Draft No.: Bank Draft Dated:

Bank Name: Branch:

Date :

Signature of Candidate



RABINDRA BHARATI UNIVERSITY

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

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

APPLICATION FORM

Acknowledgement

Received an application from _____

for the post of.....(**Regular / Contractual**)
(Strike out whichever is not applicable)

Vide Employment Notification No..... dated

Date :

Superintendent / Assistant