

# RABINDRA BHARATI UNIVERSITY

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

[www.rbu.ac.in](http://www.rbu.ac.in) & [www.rbudde.in](http://www.rbudde.in)

EMPLOYMENT NOTIFICATION NO. ESTT./8089/2023

DATED : 13/3/2023

Applications are invited from eligible candidates for the following posts of **Section Officer (Full-Time Contractual)** and **Assistant Professor (Full-Time Contractual)** in **Social Work** 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 Post/s
1	Section Officer	Full-time Contractual	Open	One (01)
2	Assistant Professor in Social Work	Full-time Contractual	Open	One (01)

**Tenure of the posts: One (1) Year (subject to re-engagement on 'Full-time Contractual' basis upon satisfactory performance)**

<b>1</b>	<b>Section Officer (Administrative post: Group-B)</b>
a)	<b>Essential and Service Qualification</b>
(i)	A Bachelor's Degree in Commerce or Mathematics or Statistics. Working knowledge in Accounting.
(ii)	At least 10 years' experience in Finance &Accounts wing of any Central / State University or autonomous educational / research institution, Central / State Government or Government Undertaking etc.
(iii)	Age : not below 40 (Forty) years as on 01.01.2023.
	<b>Pay</b>
	<b>Consolidated remuneration of Rs. 42,600/- per month.</b>

<b>2</b>	<b>Assistant Professor</b>
a)	<b>Essential Qualification</b>
(i)	A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university, along with relaxations applicable to specified categories, as explained in the Note 1.
(ii)	Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC (CSIR) or similar test accredited by the UGC like NET/SLET/SET, along with exemptions to specified categories, as explained in the Note 2.
	<b>OR</b>
b)	The Ph. D. degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).
(iii)	The upper age limit is 55 (Fifty Five) years as on 01.01.2023.

<b>Pay</b>
<b>Consolidated remuneration of Rs. 57,700/- per month.</b>

**Application Fee (For all Posts)**

<b>(A) Application Form</b>	<b>(B) Application Fees</b>	<b>(C) Annexures</b>
<p>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 <b>20/03/2023</b> to <b>09/04/2023 (up to 4.00 pm)</b>. The application form, duly filled in, is to be submitted either in person at the Establishment Section of the university addressed to <b>"The Registrar, Emerald Bower Campus, 56A, B.T. Road, Kolkata – 700 050"</b> on all working days (between 11.00 a.m and 4.00 p.m) or to be sent by <b>speed post/courier</b> 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>The last date for submission of duly filled-in application form is 10/04/2023 (up to 4.00 pm).</b></p>	<p><b>Rs. 500/-</b> [in case of SC/ST/ Differently abled (Physically as well as Visually)] and <b>Rs. 1000/-</b> [for candidates belonging to UR and OBC categories] payable in Demand Draft in favour of RABINDRA BHARATI UNIVERSITY payable at 'KOLKATA'.</p>	<p><b>(i)</b> One (1) set of photocopies of all marksheets, certificates and other testimonials.  <b>(ii) Six (6) photo copies of application form only.</b>  <b>(iii)</b> No Objection Certificate/ Forwarding from/by the existing employer, if applicable.</p>

**NOTE**

<b>1. Relaxation of Marks for Direct Recruitment of Assistant Professor:</b>	
<b>i.</b>	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.
<b>ii.</b>	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.
<b>iii.</b>	The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
<b>iv.</b>	All the essential qualifications must have been obtained from a recognized University/ Institute. By a recognized University / Institute is meant 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.

<b>2.</b>	<b>NET/SLET/SET Exemption for the Post of Assistant Professor:</b>	
	<b>i.</b>	The candidates who have been awarded Ph.D. Degree in the same or in a relevant subject in accordance with the University Grants Commission (Minimum Standards and Procedure for award of Ph.D. Degree) Regulations, 2009 are exempted from qualifying in the Eligibility Test (NET/SLET/SET).
	<b>ii.</b>	<p>Candidates registered for Ph.D. programme prior to 11 July, 2009 shall be exempted from qualifying in the Eligibility Test (NET/SLET/SET) as described hereinafter:</p> <p>The award of Degree to candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye laws/ Regulations of the institutions awarding the Degree in the same or relevant subject shall be exempted from the requirement of NET/SLET/SET, subject to fulfillment of the following conditions:</p> <p><b>a)</b> Ph.D. degree of the candidate awarded in regular mode only;</p> <p><b>b)</b> Evaluation of the Ph.D. thesis by at least two external examiners;</p> <p><b>c)</b> Open Ph.D. viva voce of the candidate had been conducted;</p> <p><b>d)</b> Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;</p> <p><b>e)</b> Candidate has made at least two presentations in conferences/seminars, based on his/her Ph.D. work.</p> <p><b><i>The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.</i></b></p>
	<b>iii)</b>	<b>NET/SLET/SET shall also not be required for such Master's Programmes in disciplines for which NET/SLET/SET is not conducted.</b>
<b>3.</b>	The Ph.D. Degree will be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities w.e.f. 01.07.2023 as per the extant order of UGC.	
<b>4.</b>	Relevant/allied disciplines in each case, good academic record may be decided by the appropriate bodies of the concerned university.	
<b>5.</b>	The Period of time spent by the candidates to acquire M. Phil and/ or Ph.D. degree shall not be claimed or considered as teaching/research experience for appointment to the post of Associate Professor/Professor.	
<b>6.</b>	Composition of the selection committee and the selection criteria based on the candidates' academic record, research experience, performance in his/ her previous academic/ research positions in the colleges/universities/ research institutes/ industries and other related aspects may be decided by the appropriate bodies of the concerned university taking into consideration as far as practicable, the relevant guidelines of UGC in such matters.	
<b>7.</b>	The overall selection procedure shall incorporate transparent and objective methodology of analysis of the merits and credentials of the applicants based on weightages given to the overall performance of the candidate in different relevant dimensions based on a scoring system adopted by the selection committee.	
<b>8.</b>	In addition to the minimum eligibility criteria and experiences as stated above for each category of academic positions, the university may include other relevant qualifications/ experiences.	
<b>General Conditions for all Posts</b>		
<b>9.</b>	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. Application received	

	after the last date due to any reasons including postal delay shall not be entertained.
<b>10.</b>	Candidates must clearly write his/her mobile number and e-mail ID (in CAPITAL LETTER) 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.
<b>11.</b>	For all the posts, 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.
<b>12.</b>	The state government norms regarding reservation, as amended from time to time, shall be followed, if applicable.
<b>13.</b>	<b>The last date for submission of duly filled-in application form is 10/04/2023 (up to 4.00 pm).</b> Application received after the last date shall not be entertained.

**Registrar**



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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 ASSISTANT PROFESSOR (Full-Time Contractual)

**( 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 Sl. No.....

Post applied for .....Subject.....

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 of .....as 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
<b>Books</b>		
<b>Research Papers/Articles</b>		

(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/ degree		
iv.	M.A./ M.Sc./ M.Com (Final) mark sheet/ degree		
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:**.....



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## APPLICATION FORM (FOR THE POST OF ASSISTANT PROFESSOR) (Full-Time Contractual Post)

### Acknowledgement

Received an application from \_\_\_\_\_

for the post of \_\_\_\_\_

Vide Employment Notification No..... dated .....

Date : .....

Superintendent / Assistant



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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 SECTION OFFICER (Full-Time Contractual)

**( 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 Sl. No.....

Post applied for .....



To  
The Registrar  
Rabindra Bharati University  
Kolkata

Sir/Madam,

In response to your Advertisement No.....dated....., I do, hereby, apply for the post of .....as 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
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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.....**

**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:

(b) Extra-curricular activities of students:

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:  
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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.):

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**Date:**

**Signature of the Applicant**

Note: Candidates are required to enclose:

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v.	M. Phil. Degree		
vi.	Ph.D./ D. Phil. Degree		
vii.	NET, UGC-JRF, CSIR-JRF Award Certificate		
viii.	Caste Certificate issued by the Competent Authority OBC/SC/ST)		
ix.	PWD Certificate		
xi.	Experience certificates		
xii.	Recommendation letter(s)		
xiii.	Award (s)		
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xv.	Publication (s)		
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