VISVA-BHARATI
SANTINIKETAN

NOTIFICATION

This is for information to all concerned that the Departmental Written Examination for promotion to the post of Assistant Registrar from Section Officer will be held on 25/07/2026. Syllabus for the written examination for promotion to the post of Assistant Registrar are enclosed. Eligiblity for promotion through written examination will be as per Model Cadre Recruitment Rule of the UGC (enclosed) and approved by the Karma Samiti (E.C.) vide agenda no. 10 dated 21/02/2023. Interested candidates are requested to apply.

Details of the schedule, venue and admit cards for the examination will be issued in due course, before the date of Examination.

The eligible personnel willing to appear in the Examination shall have to apply in the "Application form" as enclosed. The application from duly filled in should be submitted to the Establishment Section-III within 30/06/2026, 6.00 p.m.

Enclosed: as stated above.

No:- Estab/E-III/Dept. Exam.
Date: 22/06/2026

22/06/2026

Registrar
Visva-Bharati

Copy forwarded for information and necessary action to:-

1. All Directors/Principals
2. All Heads of Academic and Administrative Departments/Centre/Sections/Offices
3. Finance Officer (offg.)
4. All Joint Registrars/Deputy Registrars/Assistant Registrars/Sections Officers
5. C.S. to Upacharya
6. Assistant Registrar (Meeting)
7. P.A. to Registrar
8. University Web Master – To upload in the University Website
9. Hindi Officer – To translate into Hindi and arrange to upload the Hindi version in the website
10. File

c/1

ASSISTANT REGISTRAR

1	Name of Post	**Assistant Registrar**
2	Number of Post (s)	As per the UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct Recruits	**Essential Qualifications**: I. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. II. The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	**Age**: No **Qualification**: No, but must possess at least Bachelor's degree from a recognized University/Institute.
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by direct recruitment 50% by promotion, failing which by deputation/direct recruitment.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	**Promotion:**5 years of regular service as Section Officer / Private Secretary (pay level 7 & above). Based on merit from among the eligible candidates having requisite experience from feeder cadres on the basis of a written test. **Deputation:** Officers holding analogous posts on regular basis or with 5 years regular service in lower grades position in Level 7/Level 8 in the Central /State Government, Universities and other autonomous organizations. Knowledge of Computer Applications
12	Composition of DPC or Selection Committee	As per schedule II of these Rules

বিশ্বভারতী
VISVA-BHARATI
SANTINIKETAN

Scheme of Examination for promotion from Section Officer to Assistant Registrar

A. Paper-I

Paper -I	Test Components	Duration: 2 1/2 hours	
		No. of Questions	Marks
Part A (MCQ Type)	General Awareness	50	50
Part B (Descriptive)	General English	-	50

Note:- Extra time will be given to the PwD candidates as per applicable rules/orders of the Govt. of India.

SYLLABUS

(i)	**General Awareness**: The test will include questions relating to Indian History, Indian Polity& Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations/Institutions national and international events etc, current events, knowledge on the history, heritage and achievement of Visva-Bharati.
(ii)	**General English**: Noting, Drafting and precis writing (Letters, Memoranda, Circulars, Orders, Office Notes, etc.)

B. Paper-II

Paper -II	Test Components	Duration: 3 hours	
		No. of Questions	Marks
Descriptive	General Administration, Financial & Service Rules	-	100

Note:- Extra time will be given to the PwD candidates as per applicable rules/orders of the Govt. of India.

SYLLABUS

General Administration, Financial & Service Rules: CCS CCA Rules, GFR Rules, New Pension Schemes, Disciplinary & Vigilance Rules; LTC, TA DA / GPF Rules; Income Tax; PFMS & TSA; RTI Act - 2005; Pay Fixation, Superannuation, Removal & Dismissal; Reservation & Concession in Service; Deputation & Foreign Service; Lien, Probation, Retirement, DPC; GeM Rules; Visva-Bharati Acts & Statutes and Ordinances & other Establishment matters.

The minimum qualifying marks to be secured in Paper I & Paper -II (whether applicable) shall be as follows:

(i)	For General/EWS candidates :	40%
(ii)	For OBC (NCL) candidates :	35%
(iii)	For SC/ST/PwD candidates :	35%

VISVA-BHARATI
SANTINIKETAN

APPLICATION FOR DEPARTMENTAL EXAMINATION FOR PROMOTION FROM _____TO _____

To
The Registrar
Visva-Bharati

Sir,

In response to your Notification No. _____ dated _____I request for permission to present myself at ensuing Departmental Examination for promotion from _____ to _____.

Particulars are given on the reverse.

If any statement made by me in the application be found to be false, my candidature to the examination will be liable to be cancelled by the University.

Date:

Yours faithfully,

_____
Signature of the Candidate

Designation:

Department/Section:

E.C. No.:

VISVA-BHARATI
SANTINIKETAN

FORM FOR DEPARTMENTAL EXAMINATION 2026

1. a) Name in full (in Block Letters) :

   b) Employee Code Number :

2. Date of Birth :

3. Bhavana / Office

4. Category (SC/ST/PH) :

5. (a) Date of passing (10^{th}) Matriculation / School Final / equivalent (mention the examination passed) :

   (b) Date of passing (10+2) Higher Secondary or its equivalent Exam. (mention the examination passed) :

   (c) Date of passing Graduation or its equivalent (mention the examination passed) :

   (d) Any other qualification (mention the examination passed) :

6. Date of joining Visva-Bharati service :

7. a) Present post with core Pay Band and Grade Pay for the post :

   b) Date of joining to the present post :

8. Present Pay Band & Grade Pay of the Candidate :

9. Choice of group under Paper-II (i.e. Group-'A' or Group-'B') :

Date_____

_____
(Signature of the candidate)

Counter signature by the
Head of the Department / Office