VISVA-BHARATI
SANTINIKETAN

NOTIFICATION

This is for information to all concerned that the Departmental Written Examination for promotion to the post of Section Officer from Assistant will be held on 25/07/2026. Syllabus for the written examination for promotion to the post of Section Officer 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

C11

SECTION OFFICER

1	Name of Post	**Section Officer**
2	Number of Post (s)	As per the UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Selection Not Applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i) A Bachelor's Degree in any discipline from any recognised Institute/ University. ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more. iii) Proficiency in Computer Operation, noting and drafting.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes (As indicated at column 7)
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.	75% by Promotion from the cadre of Assistant subject to qualifying the departmental test, failing which by deputation. 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion / deputation / absorption to be made	**Promotion:** 05 years of regular service from the feeder grade of Assistant in Level 6subject to seniority-cum-fitness with academic qualification as in Col.7 above. **Deputation:** Officers holding analogous post on regular basis or with three years regular service in Level 6 or equivalent in the Central/ State Govt. Universities or autonomous organisations and possess the Bachelor's degree as prescribed for direct recruits at Col.7 above.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules

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Syllabus for Departmental Examination
(Promotion from the post of Assistant to the post of Section Officer)

Qualification (As per Model Cadre Recruitment Rules for Non-Teaching Posts of Central Universities, 2022 issued by the University Grants Commission) :

(A) A Bachelor's Degree in any discipline from any recognized Institute/University
(B) 5 years of regular service from the feeder grade of Assistant in Level 6
(C) subject to seniority-cum-fitness

WRITTEN TEST

Paper I (Subjective Test Based)

Full Marks: 50 | Time: 2.0 Hours

1. **General English (50 Marks)**

(A) Précis Writing – 20 marks

(B) Drafting (Letters, Memoranda, Circulars, Orders, Office Notes) – 30 marks

2. **Administrative & Institutional Rules (50 Marks)**

(A) Visva-Bharati Act, Statutes & Ordinances – 20 marks

(B) Rules & Regulations (Latest GOI Rules) – 20 marks

1. Establishment Rules and Regulation with special emphasis on Service Rules for Non-Academic employees
2. Leave Rules
3. Travel Allowance Rules
4. LTC Rules
5. Retirement Benefits Rules etc.

(C) Computer Knowledge (MS Word, MS Excel) – 10 marks

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Paper II (MCQ Based)

Full Marks: 50 | Time: 1 Hour | ~25 out of 30 Questions to be answered

Group A (Administrative Rules)

1. Pay & Allowances
2. PF Rules
3. General Financial Rules
4. Foreign Service & Deputation Rules
5. Service Conduct Rules
6. Discipline Rules
7. Medical Attendance Rules
8. Treasury Rules

OR

Group B (Accountancy & Auditing)

1. Basic principles of accounting procedures
2. Bank Reconciliation Statement
3. Preparation of Balance Sheet including Trading A/C, Receipt and Payment A/C, Income and Expenditure A/C, Profit & Loss A/C, Trial Balance
4. Rectification of Errors
5. General principles, purpose & objectives of Auditing
6. Role of Internal as well as External Audit in Visva-Bharati
7. Duties, responsibilities, system of Internal Audit in regard to accounts & records of different Departments/Bhavanas of Visva-Bharati

Note:

1. Choose either Group A or Group B in Paper-II
2. Qualifying Marks for each paper :
   a. 40% for UR candidates
   b. 35% for SC/ST Candidates
   c. 35% for PwD Canditates

Note: There will be no interview for Group 'C' & 'B' posts as per UGC Letter No. F.8-1/2014 (CU) dated 18.10.2021

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