



RABINDRA BHARATI UNIVERSITY

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

Jorasanko Campus: 6/4 Dwarakanath Tagore Lane, Kolkata-700007

PHONE: (033) E.B. Campus: 25571028, 3028, 4028, 7161 J.S. Campus: 22695241, 5242, 6601, 6610

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

EMPLOYMENT NOTIFICATION NO.: Estt./5539/2016

Dated: 02/11/2016

Applications are invited for the following posts:-

1. Public Relations Officer - 1(one)
2. Secretary Faculty Councils - 1(one)

1. Public Relations Officer

a. Essential Qualification

- i. Uniformly good academic record with a Master's Degree of a recognized University with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii. At least 10 years' experience out of which atleast 5 years in supervisory capacity in a University or a Research Institute or a Government/Quasi-Government organisation.
- iii. Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable

- i. Post Graduate Degree or Diploma in Journalism/Mass Communication/Public Relations; and
- ii. Experience in print and/or electronic media/ Work experience relating to Public Relations in any Government or reputed Private Organisation.
- iii. Proficiency in Bengali, English or Hindi and atleast any one foreign language.

Scale of Pay: Pay Band - Rs. 15,600 – 39,100 with a Grade Pay of Rs. 6,000/-

2. Secretary, Faculty Councils

a. Essential Qualification

- 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 in a Supervisory capacity in a University or a Research Institute or a Government/Quasi-Government organisation.
- iii. At least 5 (five) years' administrative experience.
- iv. Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable

- i. A degree in Business Management or Law or Statistics or Planning.

Scale of Pay: Pay Band - Rs. 15,600 – 39,100 with a Grade Pay of Rs. 6,000/-



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For all posts

A relaxation of 5% marks will be provided at the master's level (i.e. 55% to 50%) for SC/ST candidates only.

Application in the prescribed form is to be downloaded from our website www.rbu.ac.in from **04/11/2016 to 24/11/2016** and submitted at the Establishment Section of the above address on all working days except Saturdays, Sundays and other University holidays along with payment of Rs. 150/- (in case of SC/ST) and Rs. 300/- [General] payable in Demand Draft in favour of RABINDRA BHARATI UNIVERSITY payable at 'KOLKATA' at the time of submission [Application form + six Xerox copies of application form + testimonials (1 set)].

Last date for submission of duly filled-in form: **25/11/2016**

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.

Candidates already in employment should apply through proper channel.

Registrar (Acting)