



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

EMPLOYMENT NOTIFICATION NO. ESTT./8666/2024

DATED : 15/07/2024

Applications are invited from eligible candidates for the following post of Hostel Superintendent (**Full-Time Contractual**) under the department of **Dean Students' Welfare (DSW)** of Rabindra Bharati University, E.B Campus, **purely on temporary basis.**

Sl. No.	Post	Status	Category	No. of Post/s	
				Male	Female
1.	<b>Hostel Superintendent</b>	Full-time Contractual	Open	Two(02)	Two(02)

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

### **Hostel Superintendent (Full-Time Contractual)**

#### **1. (a) Eligibility Criteria**

##### **[Essential and Service Qualification]**

- (i) Graduation from a recognized university.
- (ii) Ex-Servicemen with minimum 15 years of service (Including Retired Paramilitary/Police Personnel).

##### **(b) [Desirable Qualification]**

- (i) Post Graduation from a recognized university
- (ii) Experience in supervising hostel/security administration.
- (iii) Diploma in Hospitality Management is desirable.

#### **2. Age Limit**

The age should be 40 (Forty) years and above as on the 1<sup>st</sup> January of the year of the advertisement (i.e. 01.01.2024). Relaxable in the case of exceptionally qualified candidates.

#### **3. Period of Engagement**

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

#### **4. Experience**

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

#### **5. Pay**

**Consolidated remuneration of Rs. 35,000/- per month (Other allowances are not admissible)**

## FOR THE POST

<b>1. Application Form</b>	
	Application form is to be downloaded from our website <a href="http://www.rbu.ac.in">www.rbu.ac.in</a> from <b>18/07/2024</b> to <b>09/08/2024 (up to 04.00 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>(2)</b> and other Annexures as mentioned under <b>(3)</b> . <b>The last date for submission of duly filled-in application form is 09/08/2024 (upto 04.00 p.m.)</b>
<b>2. Application Fees</b>	
	<b>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’.</b>
<b>3. Annexures</b>	
	(i) One (1) set of photocopies of all marksheets, certificates and other testimonials. (ii) One Original application Form along with Six (6) photo copies of the same. (iii) No Objection Certificate/Forwarding from/by the existing employer, if applicable. (iv) Original Demand Draft
<b>4. General Conditions</b>	
<b>a.</b>	<b>It is to be noted that total vacancy for the post of Hostel Superintendent is four (i.e. two males and two females), including the vacancy advertised vide our previous Employment Notification No.Estt./7767/2022 dated 06/06/2022.</b> Candidates who had already applied for the post of <b>Hostel Superintendent</b> earlier vide Notification No. Estt./7767/2022 dated 06/06/2022 need not apply again. However, those with updated academic qualifications/experiences, if any, may forward the copies of the certificates/testimonials in support of their claims along with a letter addressed to the Registrar mentioning clearly the previous Notification No. by the last date of submission of duly filled-in application form. Please note that no application fee is to be paid for seeking such updation of academic qualifications/experiences.
<b>b.</b>	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>c.</b>	<b>Candidates must clearly write his/her postal address, Mobile Number and e-mail ID (in CAPITAL LETTER) in the Application Form.</b>
<b>d.</b>	For the post, 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.
<b>e.</b>	The state government norms regarding reservation, as amended from time to time, shall be followed, if applicable.
<b>f.</b>	Candidates are advised to follow University website on regular basis for any update regarding the selection process.
<b>g.</b>	<b>The post applied for is to be superscribed on the top of the envelope containing the application form as “APPLICATION FOR THE CONTRACTUAL POST OF .....” ..</b>
<b>h.</b>	<b>The last date for submission of duly filled-in application is 09/08/2024 (upto 04.00 p.m). Application received after the last date for any reasons, including postal delay, shall not be entertained.</b>



# RABINDRA BHARATI UNIVERSITY

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

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

## APPLICATION FORM FOR THE POST OF “Hostel Superintendent” (FULL-TIME CONTRACTUAL)

(Please go through instructions give 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 .....

Affix here a Self-Attested Passport size Photograph

To  
The Registrar  
RabindraBharati 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 :-

(Please Fill in BLOCK LETTERS)

1. Name in full (in capital letters) Mr/Ms .....
2. Date of Birth : ...../...../..... ; Age (as on January 1 of the year of Advertisement):.....Years.....Month(s)
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 Passed	Name School/Board/College/ University	Percentage of Marks/Final Grade	Subjects	Class/Di vision	Year of Passing
1						
2						
3						
4						
5						

(Please attach separate sheet/s if required)

**13. 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)

**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.** Candidates are required to enclose:

- i) Copies of Mark-Sheets & Certificates of Educational Qualifications.
- (ii) Documentary Evidence in favour of other items mentioned above.
- (iii) Bank Draft No. \_\_\_\_\_ Bank Draft Date \_\_\_\_\_  
Bank Name \_\_\_\_\_ Branch \_\_\_\_\_

**20.** Declaration: \_\_\_\_\_

I do, hereby, declare that the particulars/information furnished above is true, complete 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**

**Place:**



**RABINDRA BHARATI UNIVERSITY**  
Emerald Bower Campus: 56A B. T. Road, Kolkata-700050  
Website: [www.rbu.ac.in](http://www.rbu.ac.in) e-mail: [registrar@rbu.ac.in@gmail.com](mailto:registrar@rbu.ac.in@gmail.com)

**APPLICATION FORM FOR THE POST OF “Hostel Superintendent” (FULL-TIME CONTRACTUAL)**

**Acknowledgement**

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

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

Superintendent / Receiving Assistant