



NETAJI SUBHAS OPEN UNIVERSITY  
DD-26, Salt Lake, Sector-1, Kolkata- 700 064  
E-mail: [registrar@wbnsou.ac.in](mailto:registrar@wbnsou.ac.in)

Memo No: Reg/ 090

Date: 04/02/2015

Applications **in duplicate** are invited in prescribed pro-forma for the following non-teaching posts. The last date of submission of application form is 20/02/2015(within 5 p.m).The applications will be accepted in the University H.Q. at DD-26, Salt Lake, Kolkata-64 during office hour in all working days on or before the closing date. **The envelope containing the application must indicate the name of the post including its reservation status in bold letters. Application fee of Rs. 1000/- (Rs. 500/- for S.C/S.T/OBC category) may be submitted directly to any branch of Allahabad Bank. The amount may be credited in cash through deposit challan to the A/C of NETAJI SUBHAS OPEN UNIVERSITY (A/C no. 20021580770, IFS Code: ALLA0211829). The original copy of the deposit challan is to be submitted along with the application form and the candidate will retain a photocopy of the challan to be produced at the time of interview if called for. Applications without application fee are liable to be cancelled.**

**1. Junior Library Attendant (Two Posts):U.R-1 Post, SC-1Post**

**Pay Band: Rs. 5400- 18600 with Grade Pay Rs. 1,800/- + Other Applicable allowances.**

Essential Qualification: Passed Class VIII

Desirable: Madhyamik or equivalent

**Age: Not more than 40 years on the last date of submission of application (relaxable for reserved category as per Govt. rule).**

**2. Junior Proof Reader (Two Posts): U.R-1 Post, S.C-1Post**

**Pay Band: Rs. 7,200- 25,400 with Grade Pay Rs. 3,300/- + Other Applicable allowances.**

Essential Qualification: H.S (10+2), Diploma/Certificate in Computer of at least 6 months duration.

Desirable: Graduate, Experience in editorial work in Open and Distant Learning (ODL) system of education.

**Age: Not more than 40 years on the last date of submission of application (relaxable for reserved category as per Govt. rule).**

**3. Junior Assistant - Cum -Typist (Three Posts): U.R (E.C)-1 Post, SC-1Post, ST-1Post.**

**Pay Band: Rs. 7,200- 25,400 with Grade Pay Rs. 3,300/- + Other Applicable allowances.**

Essential Qualification: H.S (10+2), Diploma/Certificate in Computer of at least 6 months duration.

Desirable: Graduate, Experience in Open and Distant Learning (ODL) system of education

**Age: Not more than 40 years on the last date of submission of application (relaxable for reserved category as per Govt. rule) .**

**4. Junior Assistant (Six Posts):U.R (P.W.D) - 1 Post, U.R (E.C)-1 Post, SC-1Post, S.C (Ex Serviceman) - 1Post, OBC (A)(E.C) -1Post, OBC (B) -1Post**

**Pay Band: Rs. 7,200- 25,400 with Grade Pay Rs. 3,300/- + Other Applicable allowances.**

Essential Qualification: H.S (10+2), Diploma/Certificate in Com. of at least 6 months duration.

Desirable: Graduate, Experience in Open and Distant Learning (ODL) system of education.

**Age: Not more than 40 years on the last date of submission of application (relaxable for reserved category as per Govt. rule)**

**5. P.A (Two Posts): SC-1Post, SC (E.C)-1 Post.**

**Pay Band: Rs.9000-28300, with Grade Pay Rs.4400/-+ Other Applicable allowances.**

Essential Qualification: Graduate with speed of 80 and 40 words per minute in stenography

and Typing in Computer respectively. Proficiency in English Composition and Spoken English.

Desirable: Post Graduate, 3years experience in Govt. /Autonomous/Private Organization in similar position on substantive basis. Experience in Open and Distant Learning (ODL) system of education

**6. (i) Junior Superintendent(Audit): S.C-1 Post**

**Pay Band: Rs.9000-28300, with Grade Pay Rs.4400/-+ Other Applicable allowances.**

Essential Qualification: Graduate in Commerce. Experience in handling statutory audit , checking of bills and vouchers and preparation of tender documents. Diploma/Certificate in computer of at least 6 months duration with knowledge of accounting software.

Desirable:Post Graduate in Commerce/or equivalent. Experience in Open and Distant Learning (ODL) system of education

**(ii) Junior Superintendent (Store): U.R-1 Post**

**Pay Band: Rs.9000-28300, with Grade Pay Rs.4400/-+ Other Applicable allowances.**

Essential Qualification: Graduate in Commerce. Maintaining store including keeping of store account including handling of stock register and checking of bills and vouchers and preparation of tender documents. Diploma/Certificate in computer of at least 6 months duration with knowledge of office software. Familiarity with Open and Distant Learning (ODL) mode of education.

Desirable: Post Graduate in Commerce or equivalent. Experience in handling and distribution of study material in Open and Distant Learning (ODL) system of education

**7. Assistant Librarian Gr-II (Two Posts): U.R-1 Post, SC-1Post**

**Pay Band: Rs.9000-28300, with Grade Pay Rs.4400/-+ Other Applicable allowances.**

Essential Qualification: Graduate in any discipline with degree in Library Science.

Desirable: Post Graduate in Library and Information Sciences, Experience in handling Library Software.

**8. Accountant :( One Post):U.R-1 Post**

**Pay Band: Rs.9000-28300, with Grade Pay Rs.4400/-+ Other Applicable allowances.**

Essential Qualification: Graduate in Commerce. Experience: At least 3 years experience in the field of Accounts covering each of the following areas: **i)** Knowledge of operation of Tally for record of transactions.**ii)** Knowledge of Day to Day Banking Operation including Bank Reconciliation Jobs. **iii)** Knowledge of Financial rules of Govt. or Govt. aided Institutions. **iv)** Knowledge of taxation matters relating to TDS and Salary. **v)** Knowledge of Pay Role and Operations of Software thereof.**vi)** Knowledge of finalization of Accounts.

Desirable: Honours or Post graduate in Commerce, 3 years experience in any Govt./Autonomous/Private Organisation in similar position.

**General information:**

1. Applications form submitted by the applicants should be properly filled in all respects and **all the entries therein must be substantiated by supporting documents** ó failing which such applications would be treated as cancelled.
2. Already employed applicants should apply through proper channel. NSOU reserves the right to raise the cut-off level of eligibility criteria than those indicated under the 'Essential Qualifications' for the respective posts.
3. All the posts advertised are created by the Govt. of West Bengal and the age of superannuation for all the incumbents appointed to these posts would be 60yrs or as may be notified by the Govt. of West Bengal from time to time. All the incumbents appointed to these posts are transferable from one campus/ Regional Centre/ department / School of studies etc. to the other.
4. The age of an applicant should be less than the maximum age limit on the closing date of application i.e 20/02/2015, where ever applicable. The age relaxation is admissible for reserved category as per Govt. rule.
5. The prescribed essential qualifications/experience indicated is bare minimum and mere possession of the same will not entitle the candidates to be called for interview.

**Registrar**



**NETAJI SUBHAS OPEN UNIVERSITY**

**DD-26, Salt Lake, Sector-1, Kolkata- 700 064.**

**West Bengal.**

Paste a passport  
size photograph  
here.

**Application Format.**  
**(To be submitted in duplicate)**

**Name of the Post Applied for: .....**

**Advertisement Memo No..... Date.....**

1. Name (in block letters) : \_\_\_\_\_
  
2. a) Permanent address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- b) Mailing address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- c) Telephone no. : \_\_\_\_\_
- d) Mobile no. : \_\_\_\_\_
- d) E-mail address : \_\_\_\_\_
  
3. Date of birth : \_\_\_\_\_
  
4. Nationality : \_\_\_\_\_
  
5. Caste( **Document issued by the** : \_\_\_\_\_  
**competent authority to be**

attached)

6. a) Present post / designation : \_\_\_\_\_
- b) Present employer : \_\_\_\_\_  
\_\_\_\_\_
- c) Salary : \_\_\_\_\_  
\_\_\_\_\_
- d) Pay Band and Grd.Pay : \_\_\_\_\_

7. Posts held **including the present position**, last pay and reason for leaving (in reversed chronological order) : (Use the tabular format below. Attach separate sheet if required)

Sl. no.	Post held**	From	To	Last pay	Reason for leaving

**\*\* It is to be clearly mentioned whether the post held was temporary or permanent in nature**

8. Academic qualifications : (Use the tabular format below. Attach separate sheet if required)

Sl. no.	Examination passed	Year	Board / Council / University	Percentage of marks	Grades / divisions / distinctions awarded

9. Notice required to join, if selected. : \_\_\_\_\_

10. Name and address of two referees (other than the present employer). : \_\_\_\_\_  
\_\_\_\_\_

11. Number of documents attached. : \_\_\_\_\_

Signature of the applicant in full.

Date:

## **:Bank Payment Details:**

1. Name of the Allahabad Bank Branch in which payment has been made:
2. Branch code/ IFS code:
3. Amount paid in Rs.:
4. Date of payment:
5. Scroll No:

[Original copy of the deposit challan is to be submitted along with the application form. The candidate may retain a photo copy of the deposit challan for future reference.]

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Date

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Signature of the Candidate