



# NETAJI SUBHAS OPEN UNIVERSITY

H.O.: DD-26, Salt Lake, Sector -I, Kolkata — 700 064.

Phone: 033 4066 3220, TELEFAX: 033 4066 3225

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

Memo No.: Reg/871

Date: **21/07/2017**

Netaji Subhas Open University (NSOU) invites applications for the following Non-Teaching posts (vide Tables I, II, III, IV, V, VI & VII) from Indian nationals. Applications must reach the University within 21.08.2017 during office hours (within 5:00 PM) on all working days. Applications must be submitted in duplicate in prescribed pro-forma as given in University Website and may be dropped in respective drop box kept in office of the Registrar of the University at DD-26, 5<sup>th</sup> Floor, Salt Lake, Sector-I, Kolkata-700 064 or may be sent by post to the Registrar at above mentioned address. **The envelope containing the application must indicate the name of the post applied for in bold.** Application fee must be submitted in Demand Draft of Rs.1,000/- (Rs.500/- for SC/ST/OBC/PH category) in favour of “Netaji Subhas Open University” payable at Kolkata and to be enclosed along with the application form at the time of submission of the application.

**Applications without application fee and/or other documents as prescribed, will be treated as cancelled without intimation.**

## I. TECHNICAL ASSISTANT (GRADE II)

Name of the Post	No. of Posts	Category	Scale of Pay
Technical Assistant (Grade II)	01	SC	Rs.9,000/- - 28,300/- with G.P. of Rs.4,400/-

**Age :** Not exceeding 40 years on the last date of submission of application, relaxable as per existing rules for reserved category.

### **Qualifications, Experience & Other Requirements :**

#### **(A) Essential :**

1. A Science Graduate.
2. Diploma/ Certificate in Computer of at least 6-month duration.
3. At least 3-year relevant experience on substantive/regular basis in any Central/State Govt./ University/ Public Sector undertakings and other Central/State Autonomous Bodies OR 5-year in Govt. undertakings/Govt. Projects/State Autonomous Bodies/University on Temporary / Contractual basis.

#### **(B) Desirable :**

1. Experience in Open and Distance Learning (ODL) system of education.

## II. JR. LIBRARY ASSISTANT

Name of the Post	No. of Posts	Category	Scale of Pay
Junior Library Assistant	01	SC	Rs.9,000/- - 28,300/- with G.P. of Rs.4,400/-

**Age :** Not exceeding 40 years on the last date of submission of application, relaxable as per existing rules for reserved category.



### **Qualifications, Experience & Other Requirements :**

#### **(A) Essential :**

1. A Graduate in any discipline with degree in Library Science.
2. Diploma/ Certificate in Computer of at least 6-month duration.

#### **(B) Desirable :**

1. Post Graduate degree in Library and Information Sciences.
2. Experience in handling Library Software.
3. Experience in Open and Distance Learning (ODL) system of education.

### **III. CASHIER**

Name of the Post	No. of Posts	Category	Scale of Pay
Cashier	02	UR-1 SC-1	Rs.9,000/- - 28,300/- with G.P. of Rs.4,400/-

**Age :** Not exceeding 40 years on the last date of submission of application, relaxable as per existing rules for reserved category.

### **Qualifications, Experience & Other Requirements :**

#### **(A) Essential :**

1. Graduate with Honours in Commerce from a reputed University.
2. Candidates should be conversant with common Accounting software tools e.g. Tally.

#### **(B) Desirable :**

1. M.Com. from a recognized University.
2. 2-year post qualification experience including cash handling.
3. Adequate knowledge in handling office software.

#### **(C) Job Profile :**

1. Handling of cash, maintenance of cash book.
2. Processing of claims of vendors/ employees towards settlement.
3. Maintenance of accounting records/ledgers.
4. Maintenance of Bank Accounts, preparation of Bank Reconciliation Statement.
5. Assist in preparation of Profit & Loss Account and Balance Sheet.
6. Assist in payment of taxes & duties to statutory authority.
7. Assist in filing e-return.
8. Any other works that may be assigned by the authority from time to time.



#### **IV. JR. ASSISTANT**

Name of the Post	No. of Posts	Category	Scale of Pay
Jr. Assistant	04	SC-2 ST-1 UR(EC)-1	Rs.7,200/- - 25,400/- with G.P. of Rs.3,300/-

**Age :** Not exceeding 40 years on the last date of submission of application, relaxable as per existing rules for reserved category.

#### **Qualifications, Experience & Other Requirements :**

##### **(A) Essential :**

1. H.S. (10+2).
2. Diploma/ Certificate in Computer of at least 6-month duration.

##### **(B) Desirable :**

1. Graduate from a recognised University.
2. Experience in Open and Distance Learning (ODL) system of education.

#### **V. JR. STORE KEEPER**

Name of the Post	No. of Posts	Category	Scale of Pay
Jr. Store Keeper	03	UR-1 UR(EC)-1 SC-1	Rs.7,200/- - 25,400/- with G.P. of Rs.3,300/-

**Age :** Not exceeding 40 years on the last date of submission of application, relaxable as per existing rules for reserved category.

#### **Qualifications, Experience & Other Requirements :**

##### **(A) Essential :**

1. H.S. (10+2).
2. Diploma/Certificate in Computer of at least 6-month duration.
3. Experience in handling stock register and checking bills and vouchers.

##### **(B) Desirable :**

1. Graduate from a recognised University.
2. Experience in Open Distance Learning (ODL) system of Education.



## VI. JR. PEON

Name of the Post	No. of Posts	Category	Scale of Pay
Jr. Peon	09	UR(EC)-2 SC-2 OBC-B-1 OBC-A(EC)-1 UR(PWD)-1, UR (Ex- Servicemen)- 1, ST-1	Rs.5,400/- - 18,600/- with G.P. of Rs.1,800/-

**Age :** Not exceeding 40 years on the last date of submission of application, relaxable as per existing rules for reserved category.

### **Qualifications, Experience & Other Requirements :**

**(A) Essential :**

1. Passed Class VIII.

**(B) Desirable :**

1. Madhyamik or equivalent.

## VII. JR. ATTENDANT

Name of the Post	No. of Posts	Category	Scale of Pay
Jr. Attendant	02	SC-1, UR-1	Rs.5,400/- - 18,600/- with G.P. of Rs.1,800/-

**Age :** Not exceeding 40 years on the last date of submission of application, relaxable as per existing rules for reserved category.

### **Qualifications, Experience & Other Requirements :**

**(A) Essential :**

1. Passed Class VIII.

**(B) Desirable :**

1. Madhyamik or equivalent.



## **GENERAL INFORMATION :**

- Application forms submitted by the applicants should be properly filled in all respects by the applicants concerned and all the entries therein **must be substantiated by supporting documents** without which such applications would be treated as cancelled. It is to be noted that applications without application fee would be cancelled.
- Already employed applicants should apply through proper channel.
- Appointments will be made on probation for one year which may be extended depending on the assessment of performance of the incumbent during the probation period.
- The University may verify the antecedents or documents submitted by a candidate at any time including at the time of appointment or during the tenure of his/her service and in case it is detected during any time of recruitment process and also at any point of time after the appointment that the documents submitted by the candidate are fake or the candidate has deliberately misled by submission of fake/ false /forged documents, his candidature/services will be forthwith cancelled / terminated without assigning any reason.
- The prescribed essential qualifications/experience indicated above is bare minimum and mere possession of the same will not entitle the candidates to be called for interview. It is also to be noted that NSOU reserves the right to raise the cut-off level of eligibility criteria than those indicated under the “*Essential Qualifications*” for the respective posts. The University will have the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by arranging a screening test that may be deemed fit.
- All the posts advertised are sanctioned by the Govt. of West Bengal and the age of superannuation for all the incumbents appointed to these posts would be 60 years 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. of NSOU to the other.
- A relaxation of 5% in marks (wherever necessary) may be provided for candidates (applicable for candidates domiciled in West Bengal) belonging to SC/ ST/ OBC/ Differently abled (physically as well as visually) categories.
- Incomplete application will not be entertained.
- University Authority will not be responsible for any postal delay in case receipt of application by the University or receipt of Interview call letter by the applicant.
- No TA/DA shall be paid to candidates for attending interview.



- ***Only the selected candidate(s)*** in respect of the aforesaid posts (if any) will be intimated accordingly.
- Canvassing in any form will lead to the cancellation of the candidature.
- The University reserves the right not to fill up the post advertised without assigning any reason.
- In case of any dispute the decision of the University will be final.
- The High court at Kolkata only will have the legal jurisdiction in this matter.

Sd/-  
**Registrar**