



NETAJI SUBHAS OPEN UNIVERSITY

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

Phone : 4066 3220, TELEFAX : 4066 3225

Website : www.wbnsou.ac.in

Memo No.: Reg/222

Date: 29.03.2018

Netaji Subhas Open University (NSOU) sole State Open University of West Bengal, having its Head Quarters at Salt Lake, Kolkata and three Regional Centres at Kalyani, Durgapur and Jalpaiguri, invites applications for the following Non-Teaching posts (vide Tables 1 to 9) from Indian nationals. Applications must reach the University within 27.04.2018 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, 5th 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.

1. Jr. PEON

Name of the Post	No. of Posts	Category wise vacancies	Scale of Pay
Jr. Peon	04	SC-1, OBC-B-1, UR(EC)-1, SC(Ex. Service man)-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.
2. Whole time working experience of not less than one year in Institute of Open Distance mode of learning (ODL).

2. Jr. ASSISTANT-CUM TYPIST

Name of the Post	No. of Posts	Category wise vacancies	Scale of Pay
Jr. Assistant –cum-typist	02	SC(EC)-1 OBC-A-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. Honours Graduate from a recognised University.
2. Whole time working experience of not less than one year in Institute of Open Distance mode of learning (ODL).

3.Jr. ASSISTANT

Name of the Post	No. of Posts	Category wise vacancies	Scale of Pay
Jr. Assistant	02	SC-1 OBC-B- (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 :

(C) Essential :

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

(D) Desirable :

1. Honours Graduate from a recognised University.
2. Whole time working experience of not less than one year in Institute of Open Distance mode of learning (ODL).

4. Jr. STORE KEEPER

Name of the Post	No. of Posts	Category	Scale of Pay
Jr. Store Keeper	01	ST	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. Whole time working experience of not less than one year in handling stock register and checking bills and vouchers.

(B) Desirable :

1. Honours Graduate from a recognized University.
2. Whole time working experience of not less than one year in Institute of Open Distance mode of learning (ODL).

5. TECHNICAL ASSISTANT (GRADE II)

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

Age : Not below 25 years on the last date of submission of application.

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 and/or Higher Educational Institution / Public Sector undertakings and other Central/State Autonomous Bodies OR 5-year full time working experience on temporary/ contractual basis in Govt. undertakings/Govt. Projects /State Autonomous Bodies/ Higher Educational Institute and/ or University system.

(B) Desirable :

3. Whole time working experience of not less than one year in Institute of Open Distance mode of learning (ODL).

6. JR. LIBRARY ASSISTANT

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

Age : Not below 25 years on the last date of submission of application.

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. Whole time working experience of not less than one year in Institute of Open Distance mode of learning (ODL).

7. CASHIER

Name of the Post	No. of Posts	Category	Scale of Pay
Cashier	01	UR (EC)	Rs. 9,000/- - 28,300/- with G.P. of Rs.4,400/-

Age : Not below 25 years on the last date of submission of application.

Qualifications, Experience & Other Requirements :

Essential :

1. Graduate with Honours in Commerce from a recognized University.
2. Candidates should have proven experience in dealing with common office software (viz. MS-Office) and Accounting software (e.g. Tally).

(B) Desirable :

1. M.Com. from a recognized University.
- 2 Two years post qualification experience including cash handling.
 - a. Whole time working experience of not less than one year in Institute of Open Distance mode of learning (ODL).

3 Job Profile :

- a. Handling of cash, maintenance of cash book.
- b. Processing of claims of vendors/ employees towards settlement.
- c. Maintenance of accounting records/ledgers.
- d. Maintenance of Bank Accounts, preparation of Bank Reconciliation Statement.
- e. Assist in preparation of Profit & Loss Account and Balance Sheet.
- f. Assist in payment of taxes & duties to statutory authority and in filing e-return.

8. JUNIOR SUPERINTENDANT (AUDIT):

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

Age : Not below 25 years on the last date of submission of application.

Essential Qualification:

1. Graduate with Honours in Commerce from a recognized University.
2. Candidates should have proven experience in dealing with common office software



(viz. MS-Office) and Accounting software (e.g. Tally).

3. At least 3-year experience in handling statutory audit, checking of bills, vouchers and preparation of tender documents on substantive/ regular basis in any Central/State Govt./ University and /or Higher Educational Institutions / Public Sector undertakings and other Central/State Autonomous Bodies OR 5-year whole time **relevant** working experience on temporary/ contractual basis in Govt. undertakings/Govt. Projects /State Autonomous Bodies/ Higher Educational Institutions and/or University system.

Desirable:

1. Post Graduate degree in Commerce /or equivalent.
2. Whole time working experience of not less than one year in Institute of Open Distance mode of learning (ODL).

9.P.A

Name of the Post	No. of Posts	Category wise vacancies	Scale of Pay
P.A	04	SC-1, SC(EC)-1, OBC(B)-1, UR(EC)-1	Rs.9,000/- - 28,300/- with G.P. of Rs.4,600/-

Age : Not below 25 years on the last date of submission of application.

Essential Qualification:

1. Honours Graduate from a recognized university.
2. Proficiency in English Composition and Spoken English.
3. Conversant in common office software (viz. MS-Office etc).
4. At least 3-year experience on substantive/ regular basis in any Central/State Govt./ University and /or Higher Educational Institutions / Public Sector undertakings and other Central/State Autonomous Bodies **OR** 5-year whole time working experience on temporary/ contractual basis in Govt. undertakings/Govt. Projects /State Autonomous Bodies/ Higher Educational Institution /University system.

Desirable:

1. Post Graduate degree holder.
2. Whole time working experience of not less than one year in Institute of Open Distance mode of learning (ODL).

GENERAL INFORMATION :

1. 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 also to be noted that applications without application fee would be cancelled.
2. Already employed applicants should apply through proper channel.
3. In this advertisement notice the term “Higher Educational Institute” connotes to educational institutions belonging to the level of colleges or universities duly recognized by the competent authority(ies).



4. Initially the Appointments will be made on probation for not less than one year which may be extended depending on the assessment of performance of the incumbent during the probation period.
5. 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.
6. 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 and/ or by arranging a screening test as may be deemed fit.
7. 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.
8. All the incumbents to be appointed to these posts are liable to be transferred.
9. 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.
10. Incomplete application will not be entertained.
11. 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.
12. No TA/DA shall be paid to candidates for attending screening test and/or interview.
13. Only the selected candidate(s) in respect of the aforesaid posts (if any) will be intimated accordingly.
14. Canvassing in any form will lead to the cancellation of the candidature.
15. The University reserves the right not to fill up the post(s) advertised without assigning any reason.
16. In case of any dispute the decision of the University will be final.
17. The High court at Kolkata only will have the legal jurisdiction in this matter.

Sd/-
Registrar