



NETAJI SUBHAS OPEN UNIVERSITY

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

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Website : www.wbnsou.ac.in

Memo No.: Reg/221

Date: 29.03.2018

Netaji Subhas Open University (NSOU), sole State Open University of West Bengal, having its Hd. Qr. at Salt Lake, Kolkata and three Regional Centres at Kalyani, Durgapur and Jalpaiguri, invites applications for the following officer posts (vide Tables 1 to 7) 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, 5 th 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 other documents as prescribed are liable to be cancelled without intimation.

Table-1: Post – Deputy Director, Regional Centre

Name of the Post	No. of Posts	Category	Scale of Pay
Deputy Director (Regional Centre)	01	SC	Rs 15,600/--39,100/- with Grade Pay of Rs 8000/-

Qualifications, experience & other requirements

Essential

1. 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.
2. At least 10 years’ experience in teaching/ administration in institutions of higher learning of which at least 5 years in the position of Assistant Professor in the AGP of Rs. 6,000/- or above in university/ research establishment/ institute of higher learning
Or
10 years administrative experience of which 5 years shall be as Assistant Registrar or in equivalent position with GP of Rs. 6,000/- or above.
3. Age not less than 35 years.

Desirable

1. A Doctorate Degree or published papers of high standard.
2. Whole-time working experience of not less than 1 year in Open Distance Learning (ODL) mode of education system.

Table-2: Post- Assistant Registrar (Examination)

Name of the Post	No. of Posts	Category	Scale of Pay
Assistant Registrar (Examination)	01	UR	Rs 15,600/--39,100/- with Grade Pay of Rs 6000/-

Qualifications, experience & other requirements--

Essential

1. Uniformly good academic record with a Masters degree, with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
2. At least 5 years' whole time experience in a position involving planning, control and supervision of the examination system in University or Higher Educational Institute or Research Institute or in any service commission.
3. Age not below 30 years.

Desirable

1. Working experience in Open-distance mode of learning on whole time basis of not less than one year.

Table-3: Post- Assistant Registrar (Finance)

Name of the Post	No. of Posts	Category	Scale of Pay
Assistant Registrar(Finance)	01	UR	Rs 15,600/----Rs 39,100/-; G.P 6000/-

Qualifications, experience & other requirements--

Essential

1. Uniformly good academic record with a Master's Degree in Commerce/Finance with Minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
2. At least 5 years' wholetime working experience in Supervision, Control, Planning and Management of Accounts and Audit, preparation of budget in Government, Quasi Govt organization, University or Higher Educational Institute or Research Institute or Commercial Establishment.
3. Age not below 30 years.

Desirable

1. Chartered Accountant or Cost accountant or MBA (Finance).



2. Working experience in Open-distance mode of learning (ODL) on whole time basis of not less than one year.

Table-4: Post- Assistant Registrar (Study Centre)

Name of the Post	No. of Posts	Category	Scale of Pay
Assistant Registrar (Study Centre)	01	SC	Rs 15,600/----Rs 39,100/-; G.P 6000/-

Qualifications, experience & other requirements--

Essential

1. Uniformly good academic record with a Masters degree, with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
2. At least 5 years' whole-time working experience in a position involving academic administration, Control, Planning and Management of University / Higher Educational Institute or Research Institute or Govt./ Quasi Govt. organisation.
3. Age not below 30 years.

Desirable

1. Working experience in Open-distance mode of learning (ODL) on whole time basis of not less than one year.

Table-5: Post- Assistant Registrar

Name of the Post	No. of Posts	Category	Scale of Pay
Assistant Registrar	01	ST	Rs 15,600/--39,100/- with Grade Pay of Rs 6000/-

Qualifications, experience & other requirements

Essential

1. 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.
2. At least 5 years' whole time experience in administration / in Supervisory capacity in University / Higher Educational Institute or Research Institute or Govt./ Quasi Govt. organisation.
3. Age not below 30 years.

Desirable

1. Working experience in Open-distance mode of learning (ODL) on whole time basis of not less than one year.



Table-6: Post -System Analyst

Name of the Post	No. of Posts	Category wise vacancies	Scale of Pay
System Analyst	02	SC-1, UR-1	Rs. 15,600/----Rs. 39,100/-; G.P 6000/-

Qualifications, experience & other requirements:

Essential:

1. Uniformly good academic record with an M.Sc. in Computer Science/ Electronics/ Information Technology/ Information Science Or Master in Computer Application(MCA)
Or
B.Tech/B.E degree in Computer Science/Computer Engineering /IT/ Electronics/ Electronics & Instrumentation/ Electronic Communication
Or
having a 'B' Level or above from DOEACC, Govt of India with minimum of 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
2. At least 5 years' whole time experience in system management in University / Higher Educational Institute or Research Institute or Govt./ Quasi Govt. organisation.
3. Age not below 30 years.

Desirable:

1. Experience in System Management and Networking with Web content filtering, Database Administration, user support, Large Cluster Installation Management, Voice over IP, cyber security.
2. Ability to handle Disaster Recovery, Storage Configuring, Daily Backup Procedure, etc.

Table-7: Post- Co-ordinator, B.Ed

Name of the Post	No. of Posts	Category	Scale of Pay
Co-ordinator, B.Ed	01	UR	Rs 15,600/--39,100/- with Grade Pay of Rs 6000/-

Qualifications, experience & other requirements

Essential

1. Uniformly good academic record with a Master's Degree in Education with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed and B.Ed/ Bachelor of Elementary Education (B.El.Ed) degree with 55% marks its equivalent grade in the point scale wherever a grading system is followed.
Or
Uniformly good academic record with a Master's Degree in Social Sciences with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed and M.Ed. degree from a recognized University with minimum 55% marks its equivalent grade in the point scale wherever a grading system is followed.



2. At least 5 years' whole time experience in academic administration / in Supervisory capacity in a University or a Research Institute or a Government/Quasi Government organization.
3. Age not below 30 years.

Desirable Qualification

1. Whole time working experience of not less than one year in Open-distance mode of learning (ODL).
2. M.Phil /Ph.D
3. Experience in conducting academic programme such as Seminar, Symposium, Workshop, Preparing PCP Schedule, liaise with ODL study centres, Content writing for SLMs, Developing capsules for Audio Visual Power point Presentation.

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 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. 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.
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 on final selection 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 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 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