



# NETAJI SUBHAS OPEN UNIVERSITY

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

Phone : 4066 3220, TELEFAX : 4066 3225

Website : www.wbnsou.ac.in

**Memo No.: Reg/1241**

**Date : 05.12.2018**

Netaji Subhas Open University (NSOU) invites applications for the following posts (vide Tables ó I, II, III, IV & V) from Indian nationals. Applications must reach the University within **4<sup>th</sup> January, 2019** during office hours (**within 5:00 PM**) on working days only. Applications must be submitted in duplicate in prescribed proforma as given in University Website and may be dropped in respective drop box kept in office of the Registrar of the University at DD ó 26, 5th Floor, Salt Lake, Sector ó I, Kolkata ó 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 – I**

### **Post –Director, Regional Centre**

Name of the Post	No. of Post	Category	Scale of Pay
<b>Director, Regional Centre</b>	01	UR	Rs.37,400/- --- 67,000/- with Grade Pay of Rs.10,000/-

### **Qualifications, experience & other requirements :**

#### **Essential:**

1. Uniformly good academic record with a B+ Master's Degree or its equivalent grade in the point scale wherever a grading system is followed.
2. At least 15 years' experience in teaching/ administration in institutions of higher learning, of which at least 5 years in the position of Associate Professor or equivalent.
3. Adequate knowledge of higher education system in West Bengal.
4. Age preferably not less than 40 years.

#### **Desirable:**

1. Doctorate in any discipline.
2. MBA or equivalent degree.
3. Whole time working experience of not less than one year in Higher Institute of Open Distance mode of learning (ODL).



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## **Table – II**

### **Post – Assistant Director, Regional Centre**

Name of the Post	No. of Post	Category	Scale of Pay
Assistant Director, Regional Centre	02	1-UR (EC) 1-SC	Rs.15,600/- --- 39,100/- with Grade Pay of Rs.6,000/-

### **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 Institution or a Research Institute or a Government/ Quasi Government organization.
3. Age not below 30 years.

#### **Desirable**

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

## **Table – III**

### **Post – P.A.**

Name of the Post	No. of Post(s)	Category	Scale of Pay
P.A.	03	1-SC(EC), 1-SC, 1-SC (Ex-servicemen)	Rs.9,000/- - 28,300/- with G.P. of Rs.4,600/-

### **Qualifications, experience & other requirements :**

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

#### **Essential:**



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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 Higher Institute of Open Distance mode of learning (ODL).

## **Table – IV**

### **Post – Cashier**

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

## **Qualifications, experience & other requirements :**

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

## **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).

## **Desirable:**

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

## **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.



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- d. Maintenance of Bank Accounts, preparation of Bank Reconciliation Statement.
- e. Assisting in preparation of Profit & Loss Account and Balance Sheet.
- f. Assisting in payment of taxes & duties to statutory authority and in filing e-return.

## **Table – V**

### **Post – Computer Operator**

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

### **Qualifications, experience & other requirements :**

#### **Essential:**

1. A Bachelor Degree with Honours from a recognised university.
2. At least five (5) year whole-time working experience in University system or Higher Educational Institution / research institution / Government organisation.
3. Diploma in Office Software of at least 6-month duration.
4. Age not below 25yrs.

#### **Desirable:**

1. Post Graduate Degree from a recognised University.
2. Knowledge in operation of Windows Family, Image Processing Software and Internet
3. At least one year whole-time working experience in online admission/ examination system in university / Higher Educational Institutions of Open Distance mode of Learning (ODL).

### **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



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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 previously mentioned 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/posts, 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**