



NETAJI SUBHAS OPEN UNIVERSITY

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

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Memo No.: Reg/Rect/001

Date: 04/01/2021

Recruitment Notice

Netaji Subhas Open University (NSOU) invites applications for the following posts (vide Table 1 to 3) from Indian nationals. Applications must reach the University within **01/02/2021** 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–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.

Payment of Application Fees:

Application fee Rs.1,000/- (Rs.500/- for SC/ST/OBC/PH category) must be submitted through online dedicated payment gateway service. The link will be available on and from **11/01/2021 to 31/01/2021**(tentatively). To pay the requisite fee please visit **www.wbnsou.ac.in** and click on “**PAY ONLINE**” under “**Recruitment**” menu. After payment take print out of “**Payment Confirmation Receipt**” and enclosed the same with application form.

Applications without application fee and other documents as prescribed are liable to be cancelled without intimation.

Table-1: Post – Public Relation Officer

Name of the Post	No. of Posts	Category	Scale of Pay
Public Relation Officer	01	UR	(Pay at Level 10 of revised scale with rationalized entry pay of Rs.57,700/- plus admissible allowances).

Qualifications, experience & other requirements :

A. Essential Qualification :

(i) Uniformly good academic record with Master Degree from a recognized University with minimum 55% marks in aggregate or its equivalent grade in the point scale wherever a grading system is followed.



(ii) At least 5 years of whole –time work experience with proven record, in print or electronic media / as Public Relations/ media Personnel, in any Government or Quasi Government establishments/ University/ Research Organisation or Private Publication house of repute.

(iii) Age not less than 30 years (as on the last date of application); relaxable in case of exceptionally qualified candidates.

B. Desirable Qualification :

(i) Proven experience in efficient oral and written communication skills in Bengali and English. Ability to multi-tasking, knowledge in expansion of mass education.

Table-2: Post – Controller of Examination

Name of the Post	No. of Posts	Category	Scale of Pay
Controller of Examination	01	UR	(Pay at Level 14 of revised scale with rationalized entry pay of Rs.1,44,200/- plus admissible allowances).

Qualifications, experience & other requirements :

A.Essential:

1. Uniformly good academic record with Master’s Degree from a recognised University with minimum 55% marks in aggregate or its equivalent grade in the point scale wherever a grading system is followed.

2. At least 15 years’ of whole time experience as Sr. Lecturer/ Reader/ Assistant Professor or equivalent in the AGP / GP of Rs. 7000/- and above (unrevised) or with 8 years of service in the AGP / GP of RS. 8000/- and above (unrevised) including as Associate Professor or equivalent along with experience in educational administration in Academic Institutions like University, or in an Institute of higher learning of which 5 (five) years must be in a University or in an Institute of Post Graduate Study.

OR

Comparable experience in research establishments and other institutions of higher learning.

OR

15 (Fifteen) years’ of whole time administrative experience, of which 8 years shall be as Deputy Controller of Examinations / Deputy Registrar or equivalent post.

3. Candidate must have whole time experience in conduction of examinations either in institution of higher learning or in Service Commissions.

4. Age not less than 40 years as on the last date of application.

B.Desirable:

1. A Doctorate Degree or published research work of merit.

OR



2. High level of comparable whole time administrative experience in a Government or Quasi Government organisation or University with a good background in administration and management in senior position.

Note: Those who have applied earlier for the post of Controller of Examination in 2011 and 2012 have to submit fresh application but they are exempted to deposit application fee further. However, they have to produce previous application or photo copy of previous Demand Draft as proof of previous payment, with the current application.

Table-3: Post – Deputy Registrar (Finance)

Name of the Post	No. of Posts	Category	Scale of Pay
Deputy Registrar(Finance)	01	ST	(Pay at Level 12 of revised scale with rationalized entry pay of Rs.79,800/- plus admissible allowances).

Qualifications, experience & other requirements :

A. Essential

- i. Uniformly good academic record with a Master’s Degree in Commerce/ Finance from a recognised University with minimum 55% marks in aggregate or its equivalent grade in the point scale wherever a grading system is followed.
- ii. 10 years’ whole time Experience in Audit and Accountancy work of which 5 years shall be as Assistant Registrar or in equivalent position with GP of Rs. 6,000/- or above (unrevised) in position involving Supervision, Control and Planning and Management of audit and Account in Government, Quasi Govt organization, University or Higher Educational Institute or Research Institute.
- iii. Age not less than 35 years as on the last date of application. Relaxable in the case of exceptionally qualified candidates.

B. Desirable

- i. Chartered Accountant, Cost Accountant or MBA with specialisation in Finance.

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 and in such cases the decision of the University will be final.



- “ 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 at any time of recruitment process and also at any point of time after the appointment that the document(s) submitted by the candidate is/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 can not be held 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