



# NETAJI SUBHAS OPEN UNIVERSITY

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

Phone: (033) 4066 3220, TELEFAX: (033) 4066 3225

Memo No.: Reg/ Rect/ 0298

Date: 09.03.2023

## Recruitment Notice

Netaji Subhas Open University (NSOU) invites applications for the following post(s) [vide Table(s) – 1] from Indian Nationals. Applications must reach the University within **31.03.2023 (Friday)** 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, 5<sup>th</sup> Floor, Salt Lake City, 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 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 Registrar (Examinations)**

Name of the Post	No. of Post(s)	Category	Scale of Pay
Deputy Registrar (Examinations)	02	UR-1, SC-1	Pay at Level-12 of revised scale with rationalized entry pay of Rs.79,800/- plus admissible allowances corresponding to the Pre-revised Pay Band-4 (Rs.15,600-39,100/- with G.P. Rs.8,000/-)

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

#### **A. Essential**

- 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.
- At least 10 years’ of experience as Lecturer/Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration in Academic Institutions like University, Research Establishment and/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**

10 (ten) years' administrative experience, of which 5 years shall be as Assistant Registrar or equivalent post.

iii. Age not less than 35 years. Relaxable in case of exceptionally qualified candidates.

#### **B. Desirable**

i. A Doctorate Degree or published papers of high standard.

**OR**

ii. Experience of at least 10 years' in a fairly senior position in any academic institutions like a College or a University or a research organisation.

iii. For Deputy Registrar of Examinations it is essential to have experience of at least 3 years in conducting of examinations in either undergraduate teaching institution 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 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 and/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 cannot 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