



# NETAJI SUBHAS OPEN UNIVERSITY

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

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

Memo No.: Reg/Rect/118

Date: 07.02.2020

Netaji Subhas Open University (NSOU) invites applications for the following posts (vide Tables – I, II, III, IV, & V) from Indian nationals. Applications must reach the University within **6<sup>th</sup> March, 2020** 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, Sector – I, Kolkata – 700064 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 **15.02.2020 to 06.03.2020** (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 – I**

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

Name of the Post	No. of Post(s)	Category	Scale of Pay
<b>Assistant Director, Regional Centre</b>	02	2-UR	Rs.15,600/- --- 39,100/- with Grade Pay of Rs.6,000/- (Pre-revised)

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

#### **Age:**

Not below 30 years.

#### **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.

#### **Desirable**

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



## **Table – II**

### **Post – Library Assistant**

<b>Name of the Post</b>	<b>No. of Post(s)</b>	<b>Category</b>	<b>Scale of Pay</b>
<b>Library Assistant</b>	01	1-UR	Rs.7,200/- - 25,400/- with G.P. of Rs.3,300/- (Pre-revised)

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

#### **Age:**

Not exceeding 40 years on the last date of submission of application, relaxable as per existing rules for reserved category.

#### **Essential:**

1. Bachelor in Library Science/ Bachelor in Library& Information Science from recognized University.
2. Knowledge in Library Software and Classification of Books.
3. At least 3 years' experience of working in University system or its equivalent.

#### **Desirable:**

1. Graduate with Honours.
2. Ability for accessing e-books and journals and related records.
3. Basic knowledge in computer office software.
4. Whole-time working experience of not less than one year in Higher Institute of Open Distance mode of Learning (ODL).

## **Table – III**

### **Post – Junior Assistant-cum-Typist**

<b>Name of the Post</b>	<b>No. of Post(s)</b>	<b>Category</b>	<b>Scale of Pay</b>
<b>Junior Assistant-cum-Typist</b>	01	1-SC	Rs.7,200/- - 25,400/- with G.P. of Rs.3,300/- (Pre-revised)

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

**Age:** Not exceeding 40 years on the last date of submission of application, relaxable as per existing rules for reserved category.

#### **Essential:**

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

#### **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).



#### **Table – IV**

##### **Post – Junior Peon**

<b>Name of the Post</b>	<b>No. of Post(s)</b>	<b>Category</b>	<b>Scale of Pay</b>
<b>Junior Peon</b>	01	1-UR(EC)	Rs.5,400/- - 18,600/- with G.P. of Rs.1,800/- (Pre-revised)

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

##### **Age:**

Not exceeding 40 years on the last date of submission of application, relaxable as per existing rules for reserved category.

##### **Essential:**

1. Passed Class - VIII.

##### **Desirable:**

1. Madhyamik or equivalent.

#### **Table – V**

##### **Post – Junior Darwan**

<b>Name of the Post</b>	<b>No. of Post(s)</b>	<b>Category</b>	<b>Scale of Pay</b>
<b>Junior Darwan</b>	01	<b>1-UR</b>	Rs.5,400/- - 18,600/- with G.P. of Rs.1,800/- (Pre-revised)

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

##### **Age:**

Not exceeding 40 years on the last date of submission of application, relaxable as per existing rules for reserved category.

##### **Essential:**

1. Passed Class - VIII.

##### **Desirable:**

1. Madhyamik or equivalent.
2. Preference will be given to Ex-serviceman.

#### **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 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