



NETAJI SUBHAS OPEN UNIVERSITY

Accredited by NAAC with Grade 'A'

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

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

Memo No.: Reg/ Rect/1721

Date: 16.08.2022

Recruitment Notice

Netaji Subhas Open University (NSOU) invites applications for the following posts (vide Table 1 & 2) from Indian nationals. Applications must reach the University by **14.09.2022 within 5:00 PM** on working days. Applications must be submitted 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 along with category, 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. To pay the requisite fee please visit **www.wbnsou.ac.in** and click on “**PAY ONLINE**” link under “**Recruitment**” menu. After payment, take print out of “**Payment Confirmation Receipt**” and enclose the same with application form.

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

Table-1: Post – Junior Superintendent

Name of the Post	No. of Post(s)	Category	Scale of Pay
Junior Superintendent	02	UR (EC)-1, ST-1	Pay at Level 08 of revised scale with rationalized entry pay of Rs. 35,800/- plus admissible allowances corresponding to the Pre-revised Pay Band 3 (Rs. 9000-28300/- with G.P. Rs. 4400/-)



Qualifications, experience & other requirements:

A. Essential Qualification:

- a. Graduate Degree in any discipline from any recognized University or equivalent.
- b. At least 3-years whole-time working experience, out of which minimum of one (1) year in Open Distance Learning (ODL) mode, in University or Higher Educational Institute or in equivalent institution.
- c. Diploma/Certificate of at least 6-months duration on computer office software (viz. MS-Word, MS-Excel etc.) from any Government recognised society or organisation/Institute, Skills in MS-Office and Excel required.
- d. Age not below 30 year (relaxable in case of exceptionally qualified candidate).

B. Desirable Qualification:

- a. Post Graduate Degree in any discipline from any recognized University or equivalent.

Table-2: Post – Senior Superintendent

Name of the Post	No. of Post (s)	Category	Scale of Pay
Senior Superintendent	02	SC-1, UR-1	Pay at Level 09 of revised scale with rationalized entry pay of Rs. 37,100/- plus admissible allowances corresponding to the Pre-revised Pay Band 3 (Rs. 9000-28300/- with G.P. Rs. 4600/-)

Qualifications, Experience & Other Requirements:

A. Essential Qualification:

- a. Post Graduate in any discipline from any recognized University or equivalent.
- b. At least 5-years whole-time working experience, out of which minimum of one (1) year in Open Distance Learning (ODL) mode, in University or Higher Educational Institute or in equivalent institution.
- c. Diploma/Certificate of at least 1-year duration on computer office software (viz. MS-Word, MS-Excel etc.) from any Government recognised society or organisation/Institute, Skills in MS-Office and Excel required.
- d. Age not below 30 year (relaxable in case of exceptionally qualified candidate).

B. Desirable Qualification:

- a. Proficiency (reading, writing and spoken) in English & Bengali.



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 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