



NETAJI SUBHAS OPEN UNIVERSITY

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

Phone: 033 4066 3220, TELEFAX: 033 4066 3225

Website: www.wbnsou.ac.in

Memo No.: Reg/891

Date: 21.11.2016

Netaji Subhas Open University(NSOU) invites applications for the following posts of Officers (vide Tables I, II,III & IV) from Indian nationals. Applications must reach the university within **16.12.2016** during office hours (within 5p.m) on all working days. Applications must be submitted in duplicate in prescribed pro-forma as given in university website and submitted at the University Headquarters (in respective drop box) at DD-26, 5th Floor, Salt Lake, Sector-1, Kolkata-64 or maybe sent by post. 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. 1000/- (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/or other documents as prescribed, will be treated as cancelled without intimation.

I. DIRECTOR, REGIONAL CENTRE

Name of the Post	No. of Posts	Category	Scale of Pay
Director, Regional Centre	01	UR	Rs. 37,400/---67,000/- with G.P of Rs. 10,000/-

Age preferably not less than 40 years.

Qualifications, experience & other requirements:

(A) Essential:

1. Uniformly good academic record with a B+ Masters degree,
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

(B) Desirable:

1. Doctorate in any discipline,
2. MBA or equivalent degree,
3. Familiarity with the system of distance education.

II. SYSTEM ANALYST

Name of the Post	No. of Posts	Category	Scale of Pay
System Analyst	01	UR	Rs. 15,600/----Rs. 39,100/-; G.P 6000/-

Age not below 30 years. Relaxable in case of exceptionally qualified.

Qualifications, experience & other requirements:

(A) Essential:

1. Uniformly good academic record with an M.Sc. in Computer Science/ Electronics/ Information Technology/ Information Science Or Master in Computer Application(MCA) Or
2. B.Tech/B.E degree in Computer Science/Computer Engineering/IT/Electronics/Electronics & Instrumentation/Electronic Communication Or



3. having a 'B' Level or above from DOEACC, Govt of India with minimum of 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
4. 5 years' experience in system management in academic institution/Govt/Quasi Govt/Corporate bodies.

(B) Desirable:

1. Experience in System Management and Networking with Web content filtering, Database Administration, user support, Large Cluster Installation Management, Voice over IP, cyber security.
2. Ability to handle Disaster Recovery, Storage Configuring, Daily Backup Procedure, etc.

III. ACCOUNTS OFFICER

Name of the Post	No. of Posts	Category	Scale of Pay
Accounts Officer	01	UR	Rs. 15,600/----Rs. 39,100/-; G.P 6000/-

Age Limit-Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

Qualifications, experience & other requirements:

(A) Essential:

1. Uniformly good academic record with a Master's Degree in Commerce/Finance with Minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
2. 5(five) years of working experience in Supervision, Control, Planning and Management of Accounts and Audit, preparation of budget in Government, Quasi Govt organization, University or Commercial Establishment.

(B) Desirable:

1. Chartered Accountant or Cost accountant or MBA (Finance).

IV. ASSISTANT CONTROLLER OF EXAMINATIONS

Name of the Post	No. of Posts	Category	Scale of Pay
Assistant Controller of Examinations	01	UR	Rs. 15,600/----Rs. 39,100/-; G.P 6000/-

Age Limit-Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

Qualifications, experience & other requirements:

(A) 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(Five) years Experience in conduction of examinations either in institutions of higher learning/research establishment or in Service Commissions.

(B) Desirable:

1. Working experience in Open-distance mode of learning.



GENERAL INFORMATION/NOTE:

- 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.
- 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.
- 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 60yrs 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.
- The age of an applicant should be less than the maximum as indicated in the text or/60 years (whichever is less) on the closing date of application, i.e **16.12.2016** wherever applicable. The age relaxation is admissible for reserved & PH category as per Govt rule but not beyond 60 years.
- A relaxation of 5% in marks (wherever necessary) maybe 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 aforesaid posts (if any) will be intimated accordingly.
- The University reserves the right not to fill up the post advertised without assigning any reason.
- In case of any dispute the decision of the university will be final.

Registrar