



# NETAJI SUBHAS OPEN UNIVERSITY

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

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Website: [www.wbnsou.ac.in](http://www.wbnsou.ac.in)

Memo No.: Reg/892

Date:21.11.2016

Netaji Subhas Open University(NSOU) invites applications for the following Non-Teaching posts (vide Tables I & II) 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, 5<sup>th</sup> 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. TECHNICAL ASSISTANT (GRADE II)

Name of the Post	No. of Posts	Category	Scale of Pay
<b>Technical Assistant (Grade II)</b>	01	UR	Rs. 9000/- -28300 with G.P of Rs. 4,400/-

Age not exceeding 40 years, relaxable as per existing rules for reserved category .

Qualifications, experience & other requirements:

### (A) Essential:

1. A science graduate.
2. Diploma/ Certificate in Computer of at least 6 months duration.
3. At least 3 years relevant experience on substantive/regular basis in any Central/State Govt/ University/ Public Sector undertakings and other Central/State Autonomous Bodies. OR 5 years in Govt undertakings/Govt Projects/State Autonomous Bodies/university on temporary / contractual basis.

### (B) Desirable:

1. Experience in Open and Distance Learning (ODL) mode of education.

## II. JR. LIBRARY ASSISTANT

Name of the Post	No. of Posts	Category	Scale of Pay
Junior Library Assistant	01	UR	Rs. 9000/- -28300 with G.P of Rs. 4,400/-

Age limit- Age not exceeding 40 years, relaxable as per existing rules for reserved category.

Qualifications, experience & other requirements--

### (A) Essential:

1. A graduate in any discipline with degree in Library Science,
2. Diploma/ Certificate in Computer of at least 6 months duration.



**(B) Desirable:**

1. Post Graduate degree in Library and Information Sciences,
2. Experience in handling Library Software,
3. Experience in Open and Distance Learning (ODL) mode of education.

**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**