



NETAJI SUBHAS OPEN UNIVERSITY  
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Website: [www.wbnsou.ac.in](http://www.wbnsou.ac.in)

Memo No: Reg/ 076

Date: 13/02/2014

Netaji Subhas Open University invites applications for the post of **Deputy Registrars** – 4 (UR – 3, ST – 1); **Systems in-charge** – 1 (UR); from Indian nationals within **21/03/2014 (up to 4 p.m.)**. All details will be available in the university website [www.wbnsou.ac.in](http://www.wbnsou.ac.in) from **16/02/2014**.

Registrar

### **Details of Advertisement.**

Netaji Subhas Open University invites applications to be submitted online at **jobs.wbnsouadmissions.com** (Access to this site will be possible from **18/02/2014**) for the following posts from Indian nationals within **21/03/2014 (up to 4 p.m.)**:

- i) **Deputy Registrars** – 4 (Unreserved – 3, ST – 1).
- ii) **Systems in-charge** – 1 (Unreserved).

Eligibility and other details are as stated below:

	<b>Name of the post</b>	<b>No. of posts</b>	<b>Category</b>	<b>Pay band + AGP / GP</b>  (Rs.)	<b>Eligibility</b>
1.	Deputy Registrar (Examinations)*	1	UR	15,600 – 39,100 + 8,000 (GP)	<b>Essential:</b> i. 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.  ii. 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:</b> 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.  * For Deputy Registrar of Examinations it is essential to have experience of at least 3 years in conducting of examinations in either undergraduate teaching
2.	Deputy Registrar (Academic)	1	UR		
3.	Deputy Registrar (Administration)	1	UR		

					institution or equivalent.
4	Deputy Registrar (Finance)	1	ST	15,600 – 39,100 + 8,000 (GP)	<p><b>a. Essential</b></p> <p>i. 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.</p> <p>ii. Experience in Audit and Accountancy work for at least five years in a senior position involving Supervision, Control and Planning and Management of audit and Accounts.</p> <p>iii. Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.</p> <p><b>b. Desirable</b></p> <p>i. Chartered Accountant or Cost accountant or Business Management Degree</p>
5	Systems in-charge	1	UR	15,600 – 39,100 + 8,000 (GP)	<p><b>Essential:</b> Uniformly good academic record with an M.Sc. in Computer Science/Electronics/Information Technology/Information Science OR Master in Computer Application(MCA) OR B.Tech or B.E. Degree in Computer Science/Computer Engineering/Information Technology/Electronics &amp; Instrumentation/Electronic Communication OR having a ‘B’ Level or above from DOEACC, Government of India with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed along with at least 5 years experience in system management in academic institution/ Government/ Quasi Government/ Corporate bodies.</p> <p><b>Desirable:</b></p> <p>i. Experience in System Management and Networking with Web-content filtering, Database Administration, User Support Large Cluster Installation Management, Voice over I.P.</p> <p>ii. Ability to handle Disaster Recovery, Storage Configuring, Daily Backup Procedure etc.</p> <p>iii. Experience in security (Cisco security Application, PIX, IDS), Academic computing and Computer Lab and vendor management.</p> <p>iv. <b>Age limit:</b> Age not less than 35 years. Relaxable in case of exceptionally qualified candidates.</p>

**Steps to be followed are as stated in the following:**

**Step (i)** The applicant needs to fill-up and submit on-line, the application form and take **7 (seven) copies** of print out of the filled in application form & one copy of the three-part pay-in-slip from the website [jobs.wbnsouadmissions.com](http://jobs.wbnsouadmissions.com)

**Step (ii)** The applicant then needs to visit any branch of **Allahabad Bank** during banking hours to deposit his/her application fees using the pre-printed challan collected at the time of on-line submission **only after 3 working days of online submission**. After due payment he/she must obtain from the bank two copies of Bank Challans, one copy for his/her own record and one copy for the University.

**Step (iii)** Then he/she needs to submit within **26/03/2014, 7 (seven) copies** of the computer generated application form, necessary documents, attached with one copy along with university copy of the challan obtained from the bank to the University Head Quarter at 1, Woodburn Park, Kolkata-700020.

**Important Dates:**

- (i) Access to the site [jobs.wbnsouadmissions.com](http://jobs.wbnsouadmissions.com) will be granted from 18/02/2014**
- (ii) Last date of on-line submission: 21/03/2014**
- (iii) Last date for submission of application fees in the bank: 26/03/2014**
- (iv) Last date of submission of hard copies of the application in the University along with necessary documents 27/03/2014.**

**General Information:**

Applications form submitted by the applicants should be properly filled in all respects and all the entries therein must be substantiated by supporting documents – failing which such applications would be treated as cancelled.

Already employed applicants should apply through proper channel.

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 created 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. to the other.

The age of an applicant should be more than the minimum age limit on the closing date of application i.e. 21.03.2014, wherever applicable.

Age relaxation as per govt. rule is applicable where it is admissible. The prescribed essential qualifications/experience indicated is bare minimum and mere possession of the same will not entitle the candidates to be called for interview.

Registrar