



Aliah University

(An Autonomous Institution under the Department of Minority Affairs and
Madrasah Education, Govt. of West Bengal)

Action Area-IIA/27 New Town, Kolkata- 700 160

Advertisement for Contractual Staff

Advertisement No.: AU/Apptt.-44/2018, Dated: 1st October, 2018

Applications are invited from Indian citizens having knowledge in Islamic culture and civilizations for the posts of (i) Retainer(Legal) & (ii) Nursing Tutor, purely temporary on contractual basis.

(i)Post Name: Legal (Retainer)

Age: should be 60 years as on 12.10.2018 and must be within the age of 65 years.

Qualifications:

Must possess graduation in Law from a recognized University or equivalent

Experience:

Minimum 10 years experience in civil law in a middle management assignment in the legal matter of University/Autonomous body and also should have experience in catering local and outstation matters before Hon'ble High Court.

Remuneration: Rs. 40,000/- (consolidated) per month

(ii)Post Name: Nursing Tutor

Age: should be within 35 years as on 12.10.2018

Qualifications:

B.Sc. (Nursing) or M.Sc. (Nursing)/P.B.B.Sc. (Nursing) with minimum of one year of similar service in Govt. or Private organisation will be given preference.

Remuneration: Rs. 25,000/- (consolidated) per month

General Instructions to the Candidates:

1. The posts are purely temporary on full time contractual basis for a period of one year which may be extendable based on need and performance.
2. No application except in prescribed Application Form will be considered
3. Incomplete application will not be entertained.
4. University authority will not be responsible for any postal delay.
5. No TA/DA shall be paid to the candidates for attending the interview.

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6. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of engagement or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his services shall be terminated.
7. The University reserves the right not to fill up the post advertised if the circumstances so warrant.
8. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of engagement letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
9. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the competent authority shall be final.
10. If the qualification possessed by the candidate is equivalent, then the authority under which it has been so treated must be indicated and document(s) must be produced.
11. In regard to Educational Qualifications, the applicant should submit mark sheets as well as certificates of respective degrees.
12. No applications shall be considered after the last date. However, application sent through Government Speed Post stamped on or before the last date of submission of application form shall be accepted by the University.
13. Any change of address / e-mail id should be communicated at once to the Registrar Office, Aliah University
14. No telephonic enquiries or requests can be entertained.

Submission of application:

Applicants will have to send **5 (five)** sets of application form as per the prescribed format with 1(one) set of testimonials in support of

- (i) age,
- (ii) whether belongs to ST /SC / OBC / PD,
- (iii) qualifications (mark sheets & certificates),
- (iv) details of employment

in a sealed envelope super-scribing name of the **Post Applied for** must reach to **Registrar, Aliah University, IIA/27, New Town, Kolkata-700 160 latest by 12th October, 2018. till 5:00 pm.**

If name of Post applied for are not mentioned on the envelope containing ‘Application form and testimonials, the application is liable to be cancelled.

Applicants are advised to follow the university website: <http://aliah.ac.in/recruitment> for all information / notification related to advertisement of the mentioned positions. If any candidate fails to follow the instructions / information given in the website and misses any step, the University will not be responsible for that.

The University reserves the right to drop any name if any suppression of facts on the part of the applicant is detected at any stage of the recruitment process.

Application form and Details of the advertisement can be downloaded from the link: <http://aliah.ac.in/recruitment>

Last date for submission of ‘Application form’ with testimonials is: 12th October, 2018

Registrar



Aliah University

Application Form

: Action Area-IIA/27 New Town, Kolkata- 700 160

Paste
here and
sign across

-
1. Post Applied for
 2. Advertisement No. with Date:.....
 3. Name of the Application in full:.....
(BLOCK LETTERS) (First) (Second) (Last)
 4. Contact details
(i) Address
(a)Permanent.....
.....
.....
(b) Address for
Communication.....
.....
.....
(ii) (a)Email:.....
(b)Mobile:.....(c)Resi/Office.....
 5. Date of birth (DD/MM/YYYY)Age:(As on 12.10.2018)
 6. Nationality by BirthAt Present.....
 7. Sex (Please Tick): Male / Female/Transgender
 8. (a)Marital Status (Please Tick): Married/Unmarried (b) Name of Spouse (if married).....
 9. Category
(Please Tick)

GEN	SC	ST	OBC-A	OBC-B	PD
 10. Parents Name.....
 11. Languages Known.....

12. Academic Records:

Examination/De gree	Board/Council /University	School/College of Study	Duration of the Course & Years of Complete	Division/ Class with % of Marks	Subjects/ Discipline
10 th Standard					
12 th Standard					
Graduation					
Post Graduation					
Any Other					

13. Particulars of experience in reverse Chronological order (starting from present employment)

Name of the Organisation	Name of the Position Held (Permanent/temporary /contractual	Scale of Pay & Other Allowances	Duration		Nature of Work	Reason of leaving
			From (Date)	To (Date)		

14. Additional Information, if any

.....

Declaration

I certify that the above statements are true to the best of my knowledge and belief. I accept that in case any of the information is found to be incorrect or in case there is any suppression of fact, the application is liable to be rejected.

Date:.....

Place:.....

Signature of the Applicant

Enclose the following testimonials (Self-attested) with the application form:

- 1) Photocopy of Age Proof vide Serial No: 5
 - 2) Photocopy of Caste Certificate vide Serial No: 9
 - 3) Photocopies of all testimonials – vide Serial No: 12
 - 4) Photocopies of Particulars of experience vide Serial no: 13
- N.B. - Write NA against the Serial No. which is not applicable.**