



# Aliah University

IIA/27, New Town,  
Kolkata-700160, West Bengal, India

Memo No.: AU/REG/REC/0209/25

Date: 03-07-2025

## **Notification**

It is notified for information of all concerned that the following post of Non-Teaching in the Entry Pay of Rs. 27, 500/- (Level 5) are required to be filled up by way of promotion in terms of G.O. of MA & ME Department, Government of West Bengal vide No. : 416-Edn (U)/1U(C)-06/12 Dated 16<sup>th</sup> April, 2013 followed by 12<sup>th</sup> meeting of the Executive Council held on 03-07-2020 and 17<sup>th</sup> meeting of the Executive Council held on 17-04-2025.

Junior Assistant : One Post (reserved for internal employees of this University).

Criteria : As per the attached Government Order.

Entry Pay : Rs. 27, 500/- (Level 5) with usual allowances as per W.B. Govt. Order.

### **Note:**

Members of the staff who consider themselves eligible for appointment to the above post by way of promotion as per Government Order mentioned above are requested to apply in the prescribed form available at the Aliah University website: [www.aliah.ac.in](http://www.aliah.ac.in) for consideration of their candidature by the Selection Committee for appointment of such Non-Teaching post.

Applications must reach the Office of the Registrar within 09-07-2025.

Sd/-

Registrar (Officiating)

Government of West Bengal  
Department of Higher Education  
University Branch  
Bikash Bhavan, Salt Lake, Kolkata-91

473  
21/4/13

No. 416-Edn(U)/U(C)-06/12

Dated, Kolkata, the 16<sup>th</sup> April, 2013

O R D E R

Whereas revision of promotional opportunities in all kinds of Group – C post at base level from the eligible Lower Subordinate Staff in different categories in all the State aided Universities in West Bengal was under consideration of the State Govt. For some time past;

Now after considering all aspects in this regard, the Governor is hereby pleased to direct the following :-

I) Promotional opportunities for Lower Subordinate Staff (Grade 9 to 6) to a suitable Group – C post (Grade-5) at base level shall be allowed up to 10% of all eligible Group- C vacant posts in the University taken together;

II) An employee under Lower Subordinate Staff (LSS) who has passed S.F/Madhyamik prior to entry in to the service or has acquired this qualification during his service, after obtaining due permission, and who has completed six years' continuous service; shall only be eligible for such promotion;

III) The candidature of such an employee shall not be taken into consideration, who has suppressed his qualification at the time of his entry in to the service;

IV) This order is issued in supersession of earlier order vide No. – 1423-Edn(U) of 07.09.1987 and in concurrence with Finance (Audit) Department vide their U.O. No. 2789 Gr. P (Service) dt. 21.09.2012

Accountant General, West Bengal is being informed.

By order of the Governor

Sd/- M. Ray

Additional Secretary

Dated, Kolkata, the 16<sup>th</sup> April, 2013

No. 416/I(36) - Edn(U)/U(C)-06/12

Copy forwarded for information and taking necessary action to :-

1. The Vice Chancellor .....
2. The Registrar, .....
3. Accountant General, West Bengal Treasury Buildings, Kolkata – 700 001;
4. The Chairman, West Bengal State Council of Higher Education, 147/A, Rashtreeh Avenue, Kolkata – 700 029;
5. The Director of Treasuries, 4 Lyons Range, West Bengal, Kolkata – 700 001;
6. The Joint Secretary, Finance Department Group-P (Service), Writers' Building, Kol.-01;
7. P. S. to MIC, Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata – 91;
8. P.A. to Secretary, Higher Education Department, Bikash Bhavan, Salt Lake, Kol.-91;
9. The Law Officer, Higher Education Department, Bikash Bhava, Salt Lake, Ko.-91;
10. Guard File

Additional Secretary



# ALIAH UNIVERSITY

## APPLICATION FORM

Post applied for: .....

Memo No. with date: .....

1. Name of the candidate in full: .....

2. Date of Birth (evidence to be produced): .....

3. Sex: Male / Female

4. Address: (a) Residential: .....

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Pin.....Mobile .....

E-mail:

(b) Present (for correspondence): .....

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.....

Pin ..... Phone .....

5. Nationality: .....By birth / At present

6. Category :( GEN/PH\*): .....

(\*evidence to be produced)

(Please Specify)

7. Father's Name: .....

8. Mother's Name: .....

9. Husband's/Wife's Name: .....

(if married)

10. (a) Candidate's mother-tongue: .....

(b) Other languages (if any) he/she can speak, read and write fluently: .....

# 11. Academic Qualification

Examinations / Degree	Board /Council/ University	Year of Passing	Division/ Class (with % of marks)	Subject(s) /Discipline
(i) Secondary or equivalent				
(ii) Higher Secondary or equivalent				
(iii) Graduate Level (Mention the Honours/ Major subject)				
(iv) Post Graduate Level				
(v) Any other				

# 12. Work Experience:

Sl. No.	Current Position hold	Section/ Department	From	To

# 13. Work Experience at Aliah University (any other)

Name of Section/Department /Committee	Nature of Work	Duration of Work		Remarks
		From	To	

14. Additional Remarks:

(Applicant may mention here any other particulars which have not given under the above heads)

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**Declaration**

I declare that to the best of my knowledge the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of my candidature.

Date:.....

Place:.....

Signature of the Applicant

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

- 1) Photocopy of age proof vide Serial No: 2
- 2) Photocopies of all testimonials vide Serial No: 11
- 3) Photocopies of Particulars of experience vide Serial no: 12 &13

**N.B.:** Write **NA** against the Serial No. which is not applicable.