



Aliah University, an Autonomous Institution of Higher Learning under the Department of Minority Affairs & Madrasah Education, Govt. of West Bengal, invites applications from Indian citizens, for regular appointment to the following unreserved posts of the University.

Sl. No.	Name of the Post	Pay	No. of Post(s)	Mode of Recruitment
1	Compositor (Arabic/Urdu)	Entry Pay: Rs. 32800/- (Level-7) plus usual allowances as per rules.	1	Direct
2	Compositor (Bengali/English)	Entry Pay: Rs. 32800/- (Level-7) plus usual allowances as per rules.	1	Direct
3	Electrician-cum-Generator Operator-cum-Pump Operator	Entry Pay: Rs. 32800/- (Level-7) plus usual allowances as per rules.	1	Direct
4	Telephone Operator	Entry Pay: Rs. 27500/- (Level-5) plus usual allowances as per rules.	1	Direct
5	Care Taker	Entry Pay: Rs. 32800/- (Level-7) plus usual allowances as per rules.	3	Direct
6	Junior Peon	Entry Pay: Rs. 18500/- (Level-1) plus usual allowances as per rules.	1	Direct

1	Name of the Post	Compositor (Arabic/Urdu)
2	No. of Post	1
3	Pay	Entry Pay: Rs. 32800/- (Level-7) plus usual allowances as per rules.
4	Age limit for direct recruits	Age below 40 years as on 26.10.2024
5	Period of Probation, If any	2 years
6	Educational and other qualifications required for direct recruits	<p><u>Essential</u></p> <p>i. Hons. Graduate in Arabic with Urdu as a combination subject having 5 years working experience as Jr. Assistant or its equivalent in University/ College/ Institute of Higher learning in relevant field.</p> <p>ii. Ability of typing with minimum speed of 35 words per minute having sound knowledge of MS Word, MS Excel etc. as reflected from Certificate/ Diploma course in Computer Application from a recognized institution.</p> <p>iii. Having experience in Arabic and Urdu software typing.</p>

1	Name of the Post	Compositor (English/Bengali)
2	No. of Post	1
3	Pay	Entry Pay: Rs. 32800/- (Level-7) plus usual allowances as per rules.
4	Age limit for direct recruits	Age below 40 years as on 26.10.2024
5	Period of Probation, If any	2 years
6	Educational and other qualifications required for direct recruits	<p><u>Essential</u></p> <p>i. Hons. Graduate in English with Bengali as a combination subject having 5 years of working experience as Jr. Assistant or its equivalent in University/ College/ Institute of Higher learning.</p> <p>ii. Ability of typing with minimum speed of 35 words per minute having sound knowledge of MS Word, MS Excel etc. as reflected from Certificate/ Diploma course in Computer Application from a recognized institution.</p> <p>iii. Having experience in Bengali software typing.</p>

1	Name of the Post	Electrician-cum-Generator Operator-cum-Pump Operator
2	No. of Post	1
3	Pay	Entry Pay: Rs. 32800/- (Level-7) plus usual allowances as per rules.
4	Age limit for direct recruits	Age below 40 years as on 26.10.2024
5	Period of Probation, If any	2 years
6	Educational and other qualifications required for direct recruits	<p><u>Essential</u></p> <p>A diploma or a certificate from ITI or from any Govt. recognized institutions with a qualification of 10th standard. Minimum 5 years of experience in Electrical works and having a sound knowledge in operating Generator and also having an experience of operating any kind of Pumps including servicing & repairing works.</p>

1	Name of the Post	Telephone Operator
2	No. of Post	1
3	Pay	Entry Pay: Rs. 27500/- (Level-5) plus usual allowances as per rules.
4	Age limit for direct recruits	Age below 40 years as on 26.10.2024
5	Period of Probation, If any	2 years
6	Educational and other qualifications required for direct recruits	<p><u>Essential</u></p> <p>B. E. / B. Tech in Electronics & Communication Engineering. / Computer Sc & Engineering with sound knowledge in English language and proficiency of Computer Application and experienced in EPBX system.</p>

1	Name of the Post	Care Taker
2	No. of Posts	3
3	Pay	Entry Pay: Rs. 32800/- (Level-7) plus usual allowances as per rules.
4	Age limit for direct recruits	Age below 40 years as on 26.10.2024
5	Period of Probation, If any	2 years
6	Educational and other qualifications required for direct recruits	<p><u>Essential</u></p> <p>i. Graduation from a recognized University or equivalent. ii. Retired Person from Army Services. iii. Knowledge of Hostel administration.</p>

1	Name of the Post	Junior Peon
2	No. of Post	1
3	Pay	Entry Pay: Rs. 18500/- (Level-1) plus usual allowances as per rules.
4	Age limit for direct recruits	Age below 40 years as on 26.10.2024
5	Period of Probation, If any	2 years
6	Educational and other qualifications required for direct recruits	<p><u>Essential</u></p> <p>Passed Class VIII.</p>

General Instructions:

1. Candidates already in employment in Govt./ Semi-Govt./ Public Sector undertaking must apply through proper channel. However, an advance copy can be sent but the candidate has to submit/provide NOC from the present employer before the Selection Committee if short-listed for interview.
2. The candidates who have applied earlier to the post of **Compositor (Arabic/Urdu), Compositor (Bengali/English), Electrician-cum-Generator Operator-cum-Pump Operator, Telephone Operator and Care Taker** vide advt. no. AU/Apptt.-24/2015 dated 06-08-2015 need not apply again. However they may update their curriculum vitae.
3. Age of the Candidate applying for any category will be counted as on 26.10.2024 and age relaxation will be given as per norms of Govt. of West Bengal.
4. Every employee appointed against permanent vacancy shall be placed on probation for a period of two years, on the expiry of which period he/she shall be confirmed in his/her post. If he/she is not confirmed, the Executive Council may, if it deems fit, dispense with his/her services as soon after the expiry of his/her probationary period as may be practicable or extend the period of his/her probation for one year. The service may be either confirmed or terminated within two months from the expiry of the period of extension of his/her probation.
5. Service conditions as notified by orders of the M .A. & M.E. / Higher Education Department, Govt. of West Bengal from time to time will be applicable.
6. In case of employees of the University who are found to be suitable for any above mentioned post of this University, the prescribed qualifications & age may be relaxed or waived.
7. 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.
8. In regard to Educational Qualifications the applicant should submit mark sheets as well as certificates of respective degrees.
9. If in any category the number of applications received in response to the advertisement is large and will not be convenient/possible for the University to call all the candidates for interview, the University reserves the right to restrict the number of candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum as prescribed or by other condition that may deem fit.
10. The method of short listing will be based on objective criteria, but may vary from Category to Category; depending on the number of applicants relative to the post.
11. A post may not be filled up if any suitable candidate is not found.
12. If any candidate is recommended for appointment in relaxation of any of the prescribed conditions relating to age, experience etc., it shall be so stated and recorded.

13. Any change of address / e-mail id should be communicated at once to the e-mail id: aliahrecruitment@gmail.com
14. No application except in the prescribed Application Form will be considered.
15. Incomplete/partial application and applications without photograph, requisite fees shall also be treated as cancelled and the University Authority shall not be liable to explain any reason in this matter.
16. Application fees once paid shall not be refunded under any circumstances.
17. Candidates can also deliver their application form along with the testimonials personally at the University Office against proper receipt .The University will not be responsible for the delivery of the same to any other functionary of the university.
18. Candidates are requested to super scribe the words “Application for the post of Sl. No.....” as the case may be, on the top of the envelope, while sending the application forms.
19. No applications shall be considered after the last date. However, application sent through Government Post stamped on or before the last date of submission of application form shall be accepted by the University.
20. Candidates should clearly note that the University will in no case be responsible for non-receipt of their application form with testimonials / interview letters / offer letters or any delay in receipt thereof on any account whatsoever. However, applicants are encouraged to provide Mobile Nos. and also their E-mail addresses so that the University can contact them at short notice.
21. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are fake or the candidate has a clandestine antecedents / background and has suppressed the said information, then his/her service shall be terminated.
22. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify / withdraw/ cancel any communication made to the candidates.
23. 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.
24. In case of any dispute / indistinctness that may occur in the process of selection, the decision of the competent authority shall be final.
25. No TA / DA shall be paid to the candidates for attending the interview.
26. No telephonic enquiries or requests shall be entertained.
27. In case of any dispute any suite or legal proceedings against the University, the jurisdiction shall be restricted to the Calcutta High Court.

Requisite Application Fee:

Rs. 300/- (Rupees Three hundred) for General Category candidate &
Rs. 150/- (Rupees One hundred fifty) for SC/ST/OBC/PD candidate.

Application Fee is to be paid only through Bank Transfer to the following Account and Copy of the Acknowledgement / Receipt of Bank Transfer must be attached with the Original application form.

Account number: 32210200000075

IFSC CODE: BARB0GENSAL

Account name: Aliah University

Bank name: Bank of Baroda; Branch: Gennext Salt Lake, Kolkata-700091

How to Apply:

1. The prescribed Application Form is available on www.aliah.ac.in
2. Requisite Application Fee is to be paid only through Bank Transaction to the above mentioned Account No. positively by 26.10.2024.
3. Original Application Form along with the relevant documents mentioned below in a sealed envelope must reach the Office of the Registrar, Aliah University, IIA/27, New Town, Kolkata-700 160 on or before 26.10.2024 by in person / Registered / Speed post.
 - a) Age,
 - b) Whether belongs to ST /SC /OBC / PD
 - c) Qualifications (mark sheets & certificates)
 - d) Experience
 - e) Details of employment
 - f) Copy of the Acknowledgement / Receipt of Bank Transfer of the requisite Application Fee.
4. **'Name of the Post applied for with Sl. No.'** must be indicated on the envelope.
5. Candidates applying for more than one post may apply separately for each post.

If name of the 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.

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

Last date for submission of 'Application form' with testimonials is 26th October, 2024.

Sd/-
Registrar (Officiating)