



# Aliah University

(Under the department of Minority Affairs and Madrasah Education, Govt.of West Bengal)  
IIA/27, New Town, Kolkata - 700160, Phones: (033) 2341 6444, West Bengal, India

Memo No: AU/REG/1246/25

Date: 16-12-2025

## CIRCULAR

It is notified for information of all concerned that the following posts of officer in the Pay of Rs. 15,600/- with Grade Pay Rs. 6,000/- in PB-3 (15,600 – 39,100/-) are required to be filled up by way of promotion in terms of G.O. No. : 910(7)-Edn(U)/IU-75/89 dated 21-09-1991 Subsequent G.O. of MA & ME Department, Government of West Bengal vides No. 122-MD-11018/14/2019 dated 14/01/2020. The relevant excerpt from the G.O. concerned is appended below.

Name of the Post	No. of Post
(i) Assistant Registrar	02 (Reserved)
(ii) System Administrator/Analyst	01(Reserved)

### Minimum Eligibility Criteria & Pay Band:

<b>(i) Assistant Registrar</b>	<p>(i) Graduation from any Recognised University by UGC. (ii) Incumbents holding tenure of not less than <b>six years</b> in the senior posts of Senior Superintendents and other categories of Supervisory staff of equivalent rank who are borne in the existing scale of pay of Rs. 600-1,250/- since revised to Rs. 1,550-3,530/- (further revised to Rs. 5,000-11,325 and thereafter revised to Rs. 9,000-28,300 <b>Grade Pay Rs. 4600/-</b>*)</p> <p>* These pay scales have further been revised.</p> <p><b>(As per G.O. No. : 910(7)-Edn(U)/IU-75/89 dated 21-09-1991 )</b></p> <p><b>Pay Band:</b> Rs. 15,600-39,100/- Grade Pay Rs. 6,000/-(since revised)</p>
<b>(ii) System Administrator/Analyst</b>	<p>(i) Bachelor's Degree from a recognized University in Computer/ Information Science/ Technology/ Computer Applications / MCA or equivalent.</p> <p>(ii) Incumbents holding tenure of not less than <b>six years</b> in the senior posts of Senior Superintendents and other categories of Supervisory staff of equivalent rank who are borne in the existing scale of pay of Rs. 600-1,250/- since revised to Rs. 1,550-3,530/- (further revised to Rs. 5,000-11,325 and thereafter revised to Rs. 9,000-28,300 <b>Grade Pay Rs. 4600/-</b>*)</p> <p>* These pay scales have further been revised.</p> <p><b>(As per G.O. No. : 910(7)-Edn(U)/IU-75/89 dated 21-09-1991 )</b></p> <p><b>Pay Band:</b> Rs. 15,600-39,100/- Grade Pay Rs. 6,000/-(since revised)</p>

### Mode of Selection:

The panel for appointment to the post of **Assistant Registrar** and **System Administrator/Analyst** on promotion from eligible incumbents of this university will be done on the basis of **Merit-cum-seniority** as per G.O. No. : 910(7)-Edn(U)/IU-75/89 dated **21-09-1991**.

Merit will be determined out of 100 marks by the following factors:

(a)Performance Report : 75 marks	Attendance : 25 marks Assessment : 50marks ( <i>Performance, Efficiency &amp; Accountability</i> )
(b)Exam: : 25 Marks	Written Test : 15 marks (80%MCQ+20% Descriptive ) Interview : 10 marks(5M-Presentation+5M-Viva)
<b>Total</b>	<b>100 Marks</b>

(\*If the no. of eligible candidates and no. of posts are equal then Written Test may be waived)

### **Syllabus of Written Test:**

#### **For Assistant Registrar:**

- Social awareness.
- Governance and academic administration.

#### **For System Administrator/Analyst:**

- Domain Knowledge in concerned field.
- Social awareness.
- Governance and academic administration.

#### **Note:**

The incumbents who fulfil the above **minimum eligibility criteria as on date of publication** of this circular for appointment to the above posts by the way of promotion as per Government Orders 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 Officers.

Applications must reach the Office of the Registrar within 29/12/2025 by 5 p.m.

  
Registrar(Officiating)





## Application Form

### Information Summary Sheet

Circular No/Advertisement No: ..... Dated: .....

Post Applied For: .....

Personal Data:

1.	Name of the Employee	
2.	Father's Name /	
3.	Date of Birth	
4.	Department/ Section	
5.	Date of joining in present position	
6.	Present position and academic Grade / level	
7.	Earlier position before joining present position in this university	
8.	Date of last promotion (functional/non-functional), if any	
9.	Date of eligibility of promotion	
10.	Address for correspondence	
11.	Permanent address	
12.	Mobile no.	
13	Email Id	

14. Academic Qualifications:

Degree	Name of the Board/University	Year of passing	Percentage of marks obtained	Division/class/Grade
10 <sup>th</sup>				
12 <sup>th</sup>				
UG				
PG				
Ph.D.				
Others				

## Performance appraisal Report for functional promotion

### A. Attendance:

Marks:25

	Fill in by the candidate	Self – Appraisal Score	Verified Score by committee	Tag No.
1. Total number of working days during the period under review				
2. No. of days the incumbent was on leave				
3. No. of days late attendance and early departure during the period under review				
4. No. of days of Unauthorized absence without leave				
5. No. of days of effective attendance of the incumbent during the period under review (item 1 minus items 4 & 5)				
Total:				

### B. Assessment(Performance, Efficiency and Accountability ):

Marks: 50

	Marks Distribution	Self – Appraisal Score	Verified Score by committee	Remarks
1. The extent to which the employee take his/her job seriously.	5			
2. The quality of maintenance of Work Daily.	5			
3. The Capacity of completing the work in time.	5			
4. Quality of disposal of work of the employee.	5			
5. Reliability in carrying out instruction.	5			
6. Sense of Responsibility, ability to judge urgency of a case and responsiveness to such urgency.	5			

**Note: Marks to be awarded as Very Good: 5, Good: 3; Average: 2; Poor: 0, To be evaluated by Promotional Committee. (For point No:1 to 5)**

6.	Self –Appraisal Score	Verified Score by the committee	Tag No
<p>Total no. of year of experience, which includes earlier posting (if any) with similar job responsibility prior to current engagement, as a permanent employee within this university and / or outside of this University beyond Six years at permanent post in the scale of <b>grade pay Rs. 4600/-</b></p> <p><b>Attached Appointment/offer letter and joining letter.</b></p> <p>Each year of experience carrying 2 marks; <b>maximum 8 marks (experience will be count beyond 6 years as permanent)</b></p>			

7.	<b>The Quantum of Disposal of allotted work promptly and completely.</b>  If any additional engagement apart from primary duties in various Committees.  <b>Attached relevant office order issued by Registrar of this University.</b>  Each committee carrying 2 marks; <b>maximum 12 marks.</b>	<b>Write Name of the committee with Memo No. &amp; Date</b>  Fill in by the candidate:  1. 2. 3. 4. 5. 6. 7. 8.	<b>Self –Appraisal Score</b>	<b>Verified Score by the Committee</b>	<b>Tag No</b>

Signature of the employee:.....

**(OFFICE USE ONLY)**

C. Total marks = Marks obtained in part A  + Marks obtained in part B  =

.....  
Verified and Accepted by  
Promotional Committee