



Recruitment Rules for Officers

Aliah University

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

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

Website: www.aliah.ac.in Email: info@aliah.ac.in

Advertisement No.: AU/Apptt. -6/2024, Dated 12th November, 2024

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	Assistant Registrar	Entry Pay: Rs. 56,100/- (Level-1) plus usual allowances as per rules.	4	Direct
2	Public Relation Officer	Entry Pay: Rs. 56,100/- (Level-1) plus usual allowances as per rules.	1	Direct
3	CVS Administrator	Entry Pay: Rs. 56,100/- (Level-1) plus usual allowances as per rules.	1	Direct
4	Security Officer	Entry Pay: Rs. 56,100/- (Level-1) plus usual allowances as per rules.	1	Direct
5	System Administrator/Analyst	Entry Pay: Rs. 56,100/- (Level-1) plus usual allowances as per rules.	2	Direct
6	Sports Officer	Entry Pay: Rs. 56,100/- (Level-1) plus usual allowances as per rules.	1	Direct
7	Estate and Trust Officer	Entry Pay: Rs. 56,100/- (Level-1) plus usual allowances as per rules.	1	Direct

1	Name of the Post	Assistant Registrar
2	No. of Post	4
3	Pay	Entry Pay: Rs. 56,100/- (Level-1) plus usual allowances as per rules.
4	Age limit for direct recruits	Age not less than 30 years as on 12.12.2024
5	Period of Probation, If any	2 years
6	Educational and other qualifications required for direct recruitment	<p><u>Essential</u></p> <p>i. Uniformly good academic record with a Master's Degree from a recognized University with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.</p> <p>ii. At least 10 years, experience in a Supervisory capacity in a University or a Research Institute or a Government/ Quasi Government organization of which at least 5 (five) years administrative experience.</p>

1	Name of the Post	Public Relation Officer
2	No. of Post	1
3	Pay	Entry Pay: Rs. 56,100/- (Level-1) plus usual allowances as per rules.
4	Age limit for direct recruits	Age not less than 30 years as on 12.12.2024
5	Period of Probation, If any	2 years
6	Educational and other qualifications required for direct recruitment	<p><u>Essential</u></p> <p>i. Uniformly good academic record with a Master's Degree from a recognized University with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.</p> <p>ii. At least 10 years' experience in a Supervisory capacity in a University or a Research Institute or a Government/ Quasi Government organization of which at least 5 (five) years administrative experience.</p> <p style="text-align: center;">Or</p> <p>Employee from Govt. Organization/ Autonomous Bodies holding analogous post on regular basis.</p> <p>iii. Good command over English, Bengali, Hindi and Urdu.</p>

1	Name of the Post	CVS Administrator
2	No. of Post	1
3	Pay	Entry Pay: Rs. 56,100/- (Level-1) plus usual allowances as per rules.
4	Age limit for direct recruits	Age not less than 30 years as on 12.12.2024
5	Period of Probation, If any	2 years
6	Educational and other qualifications required for direct recruitment	<p><u>Essential</u></p> <p>i. Uniformly good academic record with a Master's Degree from a recognized University with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.</p> <p>ii. At least 10 years' experience in a Supervisory capacity in a University or a Research Institute or a Government/ Quasi Government Organization of which at least 5 (five) years administrative experience.</p>

1	Name of the Post	Security Officer
2	No. of Post	1
3	Pay	Entry Pay: Rs. 56,100/- (Level-1) plus usual allowances as per rules.
4	Age limit for direct recruits	Age not less than 30 years as on 12.12.2024
5	Period of Probation, If any	2 years
6	Educational and other qualifications required for direct recruitment	<p><u>Essential</u></p> <p>i. Bachelor's Degree or equivalent qualification with 50% marks from a recognized University.</p> <p>ii. At least 15 years' experience in Police/Para-Military Forces /Armed Forces of the Union and held not below the rank of Sub-Inspector (Exe) /Subedar or an equivalent position with Exemplary service.</p> <p>iii. Holding a Valid Driving License (LMV/Motor Cycle).</p> <p>iv. Knowledge in Computer.</p>

1	Name of the Post	System Administrator/Analyst
2	No. of Post	2
3	Pay	Entry Pay: Rs. 56,100/- (Level-1) plus usual allowances as per rules.
4	Age limit for direct recruitment	Age not less than 30 years as on 12.12.2024
5	Period of Probation, If any	2 years
6	Educational and other qualifications required for direct recruits	<p><u>Essential</u></p> <p>i. Uniformly good academic record with a Master's Degree from a recognized University in Computer/ Information Science/ Technology/ Computer Applications with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.</p> <p>ii. At least 5 years of experience in system management in Academic Institution/ Government/ Quasi Government/ Corporate Bodies.</p>

1	Name of the Post	Sports Officer
2	No. of Post	1
3	Pay	Entry Pay: Rs. 56,100/- (Level-1) plus usual allowances as per rules.
4	Age limit for direct recruitment	Age not less than 30 years as on 12.12.2024
5	Period of Probation, If any	2 years
6	Educational and other qualifications required for direct recruits	<p><u>Essential</u></p> <p>i. Constantly good academic records followed by Master's Degree from a recognized University in Physical Education or a regular Master Degree with a diploma or degree in Physical Education.</p> <p>ii. A minimum of 5 years' experience in organizing and conducting physical education or sports activities in a College/ Institute of Higher Learning.</p>

1	Name of the Post	Estate and Trust Officer
2	No. of Post	1
3	Pay	Entry Pay: Rs. 56,100/- (Level-1) plus usual allowances as per rules.
4	Age limit for direct recruitment	Age not less than 30 years as on 12.12.2024
5	Period of Probation, If any	2 years
6	Educational and other qualifications required for direct recruitment	<p><u>Essential</u></p> <p>i. A Post graduate degree in Law or Management.</p> <p>ii. At least 5 years' experience in dealing with matters for up-keeping of an estate including management of properties, control of personnel, etc.</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 shortlisted for interview.**
- 2. Age of the Candidate applying for any post will be counted as on 12.12.2024 and age relaxation may be given in case of exceptionally qualified candidate.**
- 3. The candidates willing to apply for the post of Officers should have the basic knowledge of Islamic culture & civilization.**
- 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 of the advertised posts of this University published on 22.11.2024, the prescribed qualifications may be relaxed.**
- 7. In case of employees of the University serving on substantive basis who are otherwise found eligible for the post of the Officers of the University the prescribed age limit may be relaxed by 2 years on the recommendation of the Selection Committee.**
- 8. If the qualification possessed by the candidate is equivalent, then the authority under which it has been so treated must be indicated and Equivalence document(s) must be produced.**
- 9. With regard to Educational Qualifications, the applicant should submit mark sheets as well as certificates of all degrees.**
- 10. If in any post 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.**
- 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 must superscribe 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. 500 for General Category candidate &
Rs. 300 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 12.12.2024.**
- 3. Original Application Form (plus six sets of photocopy) along with one set of 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 12.12.2024 by in person / Registered / Speed post.**
 - i. Age,**
 - ii. Whether belongs to ST /SC /OBC / PD**
 - iii. Qualifications (mark sheets & certificates)**
 - iv. Experience**
 - v. Details of employment**
 - vi. Copy of the Acknowledgement / Receipt of Bank Transfer of the requisite Application Fee.**
- 4. 'Name of the Post applied for and Advertisement 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 is 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 12th December, 2024

**Sd/-
Registrar (Officiating)**