



Aliah University

IIA/27, New Town, Kolkata-700 160

Walk-in-Interview for Temporary Engagement

(Advertisement No.: AU/Apptt.-7/2026)

A Walk- in interview for contractual engagement on purely temporary basis for the following posts will be held on the prescribed date and time against each category mentioned below at New Town Campus of Aliah University. Please visit www.aliah.ac.in for details.

1. Name of the Post: Security supervisor

No. of Post: 01 (One)

Age: Age should be less than 50 years as on 07.07.2026.

Essential Qualification & Experience

- i. Must be class X passed.
- ii. The applicant should be energetic, smart with sound health and physically fit.
- iii. Two (2) years experience as security personnel at an Institution of Higher Learning.

Desirable:

- i. Retired person from Defence or West Bengal/Kolkata Police department.

Job Responsibility:

The primary role of security supervisor is to provide protection of the property, building and ground and the people do business there and coordinate all of the team's activities, such as scheduling shifts and training. He ensures that all the daily security operations run smoothly and effectively. Apart from the management role, the security also carries out patrol and other security duties himself. A security supervisor investigates any suspicious activities that may take place. He will report unlawful activities such as theft or vandalism that may take place in the campus to university authority for further action and any other works assigned by the authority from time to time.

Consolidated pay: Rs. 25000/- per month.

Date and Time of Walk-in Interview: 07-07-2026 at 11.00 a.m.

2. Name of Post: Senior Assistant

No. of Post: 01 (One)

Age: Retired person with age below 64 years as on 15-07-2026.

Essential Qualification & Experience:

- (i) Must be graduate from a recognized University.
- (ii) Adequate experience as an Assistant Registrar / Section Officer and above or equivalent in any Government or Autonomous body including Universities and Colleges. He / She must be able to draft

correspondence and preparing Service Book of employees independently and thoroughly conversant with Govt. rules and financial procedures. Also have good command over English and computer knowledge.

Consolidated Pay: Rs. 30,000/-per month.

Date and Time of Walk-in Interview: 15-07-2026 at 11.00 a.m.

3. Name of Post: Legal Retainer

No. of Post: 01 (One)

Age: Not more than 40 years as on 22-07-2026.

Essential Qualification & Experience:

(i) Must possess graduation in Law from a recognized University or equivalent.

(ii) 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.

Consolidated Pay: Rs. 35,000/-per month.

Date and Time of Walk-in Interview: 22-07-2026 at 11.00 a.m.

General Information:

1. The engagement is contractual on purely temporary basis initially for six months which may be extendable based on need and performance.
2. University reserves the right to fill up the post or not to fill up the post or cancel the advertisement in whole or partly without assigning any reason. The decision of the University in this regard will be final.
3. The candidate should take part personally in the Walk-in-Interview on specified date and time at the specified venue with original and one set of photocopy of all testimonials (self attested). The attached application form should be filled up properly & five copies are to be handed over at the time of interview.
4. No correspondence whatsoever will be entertained from the candidates in this regard.
5. No TA/DA shall be paid to the candidates for attending the interview.
6. Candidates participating in the Walk-in-interview should report at 10:30 a.m. to complete necessary formalities.

7. **Venue for Walk-in Interview:** Aliah University,
Board Room, 2nd Floor, New Town Campus
IIA/27, New Town, Kolkata-700 160.

Sd/-
Registrar (Officiating)

11. Academic Records:

Examination/Degree	Board / Council /University/Other Examination Body	Duration of the Course & Years of Passing	Division /Class with %of Marks	Subjects / Discipline
10 th Standard				
12 th Standard				
Graduation				
Post Graduation				
Any Other				

12. Particulars of experience in reverse Chronological order

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)		

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: 5
- 2) Photocopies of all testimonials – vide Serial No: 11
- 3) Photocopies of Particulars of experience vide Serial no: 12

N.B. - Write **NA** against the Serial no. which is not applicable