



Recruitment Rules for Officer and Faculty Post

Aliah University

(A UGC, AICTE & INC approved autonomous Institution under the Department of Minority affairs
and Madrasah Education, Govt. of West Bengal)

IIA/27, New Town, Kolkata-700156, West Bengal, India

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

Advt. No.: AU/Apptt.- 38/2017 dated: 30.10.2017

Aliah University, an autonomous Minority Institution of Higher Learning under the Department of Minority Affairs & Madrasah Education, Govt. of West Bengal, invites applications from Indian citizens having knowledge of Islamic Culture, for appointment to the following posts:

Post No. 1: Controller of Examinations (One Post)

Scale of Pay: Pay Band – Rs. 37,400/- - 67,000/- with a Grade Pay of Rs. 10,000/-

(a) Essential Qualification

- i) Uniformly good academic record with a minimum Master's Degree with 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii) At least 15 years' experience as Sr. Lecturer/ Reader/ Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years' of service in the AGP of RS. 8000/- and above including as Associate Professor along with experience in educational administration in Academic Institutions like University, or in an institute of Higher Learning of which 5 (five) years must be in a University or in an Institute of Post Graduate Study.

OR

Comparable experience in research establishments and other institutions of higher learning.

OR

15 (Fifteen) years' administrative experience, of which 8 years shall be as Deputy Registrar or equivalent post.

- iii) For the Post of Controller of Examinations, it is essential to have experience in conducting examinations in an institution of higher learning.
- iv) Age not less than 40 years and not more than 55 years as on 15/11/2017.

(b) Desirable Qualification

- i) A Doctorate Degree or published research work of merit.

OR

- ii) High level of administrative experience in a Government or Quasi Government organisation or a good background in administration and management in senior position.

Post No. 2: Assistant Professor (Two Post) for the department of Nursing

Pay Scales:

Pay Band: Rs. 15, 600/- - 39,100/- with AGP Rs. 6000/-

Age: Not more than 37 years as on 15.11.2017

Note: (i) **Five (05)** years age relaxation will be given for those candidates, who are in permanent service in a teaching position preferably in College/University. They are advised to apply through proper channel. (ii) For **OBC** category, **three (03)** years, **SC/ST** category, **five (05)** and **ten (10)** years age relaxation will be given for **persons with disabilities** at the entry level position, respectively.

Advertisement No.: AU/Apptt.-38/2017, Dated: 30th October, 2017

Qualifications:

Essential: M.Sc. in Nursing from a recognized university/institute

Desirable: (i) Teaching experience in recognized academic institute.

(ii) Ph.D. in Nursing from recognized university/institute.

Post No. 3: Nursing 'Tutor' for the department of Nursing (Purely temporary on contractual basis)

Consolidated Remuneration: Rs. 25,000/- per month

Age: below 35 years as on 15.11.2017

Qualifications:

M.Sc. (Nursing) or B.Sc. (Nursing)/P.B.B.S.C (Nursing) with minimum of one year or more than one year professional experience in relevant field.

General Instructions to the Candidates:

1. To apply for any post of Officer the candidate must, desirably, have the basic knowledge of Islamic culture and civilization.
2. No application except in prescribed Application Form will be considered.
3. A person working in Govt. / Semi-Govt. / Public Sector undertaking must apply through proper channel.
4. A relaxation of 5% may be provided for the minimum eligibility marks of 55% at the Master's level to the Ph.D. degree holders who have obtained their Masters degree prior to September 19, 1991.
5. The University may relax, if so recommended by the Short listing Committee on specific grounds, the stipulations regarding qualifications in case of candidates possessing exceptionally good academic records and / or outstanding capabilities of teaching and research.
6. Incomplete application will not be entertained.
7. University authority will not be responsible for any postal delay.
8. No TA/DA shall be paid to the candidates for attending the interview.
9. Application fees once paid shall not be refunded under any circumstances.
10. 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 candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his services shall be terminated.
11. The University reserves the right not to fill up the post advertised if the circumstances so warrant.
12. 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.

13. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the competent authority shall be final.
14. The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The University will have the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that may deem fit.
15. In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Calcutta High Court.
16. 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.
17. In regard to Educational Qualifications, the applicant should submit mark sheets as well as certificates of respective degrees.
18. The choice of the Selecting Authority need not necessarily be confined only to those who formally apply.
19. Appointments will be made initially on probation for a period for one year against each category or till such time as decided by the University. It may be waived or extended in exceptional cases and will be guided by the rules as framed and /or amended from time to time. During or at the end of the period of probation, the services of the concerned Officer / Faculty may be terminated with one month's notice or with one month's salary in lieu thereof, without assigning any reason thereof. On satisfactory completion of the probationary period the concerned incumbent will be considered for being confirmed in service.
20. No applications shall be considered after the last date. However, application sent through Government Speed Post stamped on or before the last date of submission of application form shall be accepted by the University.
21. The post **Nursing 'Tutor'** is purely temporary on contractual basis for a period of one year which may be extendable based on need and performance.
22. Any change of address / e-mail id should be communicated at once to the Registrar Office, Aliah University
23. No telephonic enquiries or requests can be entertained.

Application Fee:

Rs. 1000/- (Rupees One Thousand) for the post of Controller of Examinations (Rs. 500/- for SC/ST/BC) & Rs. 500/- (Rupees Five Hundred) for the post of Assistant Professor (Rs. 250/- for SC/ST/BC)

Submission of application:

Application for each post applied along with an A/c payee Demand Draft per post, drawn in favour of Aliah University payable at Kolkata must reach the Registrar, Aliah University, IIA/27, New Town, Kolkata-700 156 on or before November 15, 2017 within 5 p.m.

Applicants will have to send the following testimonials (self attested) with the application form in support of

- (i) age,
- (ii) whether belongs to ST /SC / OBC / PD,
- (iii) qualifications (mark sheets & certificates),
- (iv) details of employment
- (v) 5 (five) sets of application form with 1(one) set of testimonials.

in a sealed envelope super-scribing name of the **Post Applied for** must reach to Registrar, Aliah University, IIA/27, New Town, Kolkata-700 156 latest by 15th November, 2017. till 5:00 pm.

If name of 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.

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.

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

Last date for submission of ‘Application form’ with testimonials is: 15th November, 2017

Registrar