



Recruitment Rules for Non-teaching Staff

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

Advt. No.: AU/Apptt.- 2/2021 dated: 27-01-2021

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. Programme Assistant (One Post)

Pay: As per University rules.

Age: below 40 years as on 01.01.2021.

Essential Qualification:

MCA / B. Tech. in Computer Sc. or relevant field with 3 years of working experience in Hardware.

Post No. 2. Physical Training Instructor (One Post)

Pay: As per University rules.

Age: below 40 years as on 01.01.2021.

Essential Qualification:

Master's Degree from a recognized University in Physical Education with one year of experience in relevant field

Or

Bachelor's Degree in Physical Education with three years of experience in relevant field.

Post No. 3. Junior Assistant (One Post)

Pay: As per University rules.

Age: below 40 years as on 01.01.2021.

Essential Qualification

(i) Passed H.S. or equivalent examination, with English typing speed @ 30 w.p.m.

(ii) Knowledge of MS Word, MS Excel etc. as reflected from Certificate/Diploma course in Computer Application from a recognized institution.

(iii) Exposure to Office procedure like maintenance of Files, Noting, Drafting etc.

Post No. 4. Driver (Two Posts)

Pay: As per University rules.

Age: below 40 years as on 01.01.2021.

Essential Qualification

i. Passed class VIII.

ii. Driving License for Light Motor Vehicles (LMV).

iii. 3 years of experience of driving.

General Instructions:

1. To apply for any post of Non-teaching Staff the candidate must, desirably, have the basic knowledge of Islamic culture and civilization.
2. The candidates who have applied for the posts of '**Programme Assistant**' and '**Jr. Driver**' ('Driver' in this advertisement) vide advertisement no. AU/Apptt.-24/2015 dated 06.08.2015 need not to apply against this advertisement. However they can update their biodata.
3. 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.
4. Age of the Candidate applying for any category will be counted as on 01.01.2021 and age relaxation will be given as per norms of Govt. of West Bengal.
5. Appointments to permanent posts of Non-teaching Staff selected in the University shall be placed on probation for the period of two year on the expiry of which period he/she shall be confirmed in his/her post. Each employee will be confirmed with the approval of Executive Council. The probation may be extendable by a period for one year in case of unsatisfactory service. The service may be either confirmed or terminated within two months from the expiry of the period of extension of his/her probation.
6. 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.
7. In case of employees of the University who are found to be suitable for the post of Non teaching Staff of this University, the prescribed qualifications & age may be relaxed or waived.
8. 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.
9. In regard to Educational Qualifications the applicant should submit mark sheets as well as certificates of respective degrees.
10. 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.
11. 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.
12. A post may not be filled up if any suitable candidate is not found.
13. 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.
14. No TA / DA shall be paid to the candidates for attending the interview.
15. No telephonic enquiries or requests shall be entertained.

16. Any change of address / e-mail id should be communicated at once to the mail id: aliahrecruitment@gmail.com
17. No application except in the prescribed Application Form will be considered.
18. 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.
19. Application fees once paid shall not be refunded under any circumstances.
20. 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.
21. 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.
22. 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.
23. 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.
24. 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.
25. 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.
26. In case of any dispute / indistinctness that may occur in the process of selection, the decision of the competent authority shall be final.
27. In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Calcutta High Court.
28. It is to be noted that all the posts referred to in the advertisement are University positions and the University reserves the right to assign duties to Non-teaching Staff of any particular Department in other Departments or even in other campuses of the University to meet emergency situations.

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: 1171104000060987

IFSC CODE: IBKL0001171

Account name: Aliah University

Bank name: IDBI; Branch name: Rajarhat, Gopalpur Branch

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 26.02.2021.
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 February 26, 2021 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 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 February, 2021

**Sd/-
Registrar**