



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

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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 posts:

Post: Registrar (One Post)

Scale of Pay: Entry Pay: Rs. 1, 44, 200/- (Level-14) plus usual allowances as per rules.

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) Age not less than 40 years as on 30.01.2025.

(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: Controller of Examinations (One Post)

Scale of Pay: Entry Pay: Rs. 1, 44, 200/- (Level-14) plus usual allowances as per rules.

(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) It is essential to have experience in conducting examinations in an institution of higher learning.

(iv) Age not less than 40 years as on 30.01.2025.

(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.

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. The candidates who have applied earlier for the post of Controller of Examinations vide advertisement no(s). AU/Apptt.-38/2017 dated 30.10.2017 and AU/Apptt.-39/2018 dated 02.04.2018 must apply afresh against this advertisement. However, they need not pay the application fee again.
3. Age of the Candidate applying for any post will be counted as on 30.01.2025 and age relaxation may be given in case of exceptionally qualified candidate.
4. The candidates willing to apply for the post of Officers should have the basic knowledge of Islamic culture & civilization.
5. 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.
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 any of the advertised posts of this University published on 10.01.2025, the prescribed qualifications may be relaxed.
8. 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.
9. 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.
10. With regard to Educational Qualifications, the applicant should submit mark sheets as well as certificates of all degrees.
11. 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.
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. Any change of address / e-mail id should be communicated at once to the e-mail id: aliahrecruitment@gmail.com
15. No application except in the prescribed Application Form will be considered.

16. **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.**
17. **Application fees once paid shall not be refunded under any circumstances.**
18. **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.**
19. **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.**
20. **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.**
21. **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.**
22. **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.**
23. **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.**
24. **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.**
25. **In case of any dispute / indistinctness that may occur in the process of selection, the decision of the competent authority shall be final.**
26. **No TA / DA shall be paid to the candidates for attending the interview.**
27. **No telephonic enquiries or requests shall be entertained.**
28. **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. 1000 for General Category candidate &
Rs. 500 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 30.01.2025.**
- 3. Original Application Form (plus five 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 30.01.2025 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 30th January, 2025.

**Sd/-
Vice-Chancellor**