



# Aliah University

Action Area-IIA/27, New Town, Kolkata-700 160

## **Recruitment Notification**

Advertisement No.: AU/Apptt.-59/2020, Dated: 6<sup>th</sup> March, 2020

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: Finance Officer (One Post)**

**Pay:** As per No. 1306(22)-Edn(U)/EH/1U-77/17 dated 30<sup>th</sup> December, 2019 issued by Department of Higher Education, Govt. of West Bengal.

#### **Qualification:**

- (i) Uniformly good academic record with a Master's Degree in Commerce with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- (ii) Chartered Accountant or Cost Accountant or equivalent professional qualification.

**Or**

(iii) Master's Degree in Business Administration with specialization in Finance. In case of candidates holding professional qualifications as in item (ii), the requirement of higher academic degree may be waived.

(iv) 15 (Fifteen) years of working experience in management of finance in a Government sector / University or Institute of Higher Learning/ Commercial Establishment of which 5 years must be in a high administrative post involving supervision, control, planning and administration.

(v) Age not less than 40 years as on 03.04.2020. Relaxable in case of exceptionally qualified candidates.

### **Post: University Engineer (One Post)**

**Pay:** As per No. 173(22)-Edn(U)/EH/1U-59/19 dated 14<sup>th</sup> February, 2020 issued by Department of Higher Education, Govt. of West Bengal.

#### **Qualification:**

(i) Uniformly good academic record with a Bachelor's Degree in Civil Engineering with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.

(ii) At least 10 years' experience in Planning, Architecture, Urban designing/ management, supervision/ construction of multi-storied buildings, lecture theatres, laboratories, auditoria, residential quarters, roads, water supply, sanitary installations and construction work under Government/Quasi Government/University/Institute of Higher learning.

(iii) Age not below 35 years as on 03.04.2020. Relaxable in the case of exceptionally qualified candidates.

## **General Instructions to the Candidates:**

1. To apply for the post, 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. Incomplete application will not be entertained.
6. University authority will not be responsible for any postal delay.
7. No TA/DA shall be paid to the candidates for attending the interview.
8. Application fees once paid shall not be refunded under any circumstances.
9. 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.
10. The University reserves the right not to fill up the post advertised if the circumstances so warrant.
11. 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.
12. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the competent authority shall be final.
13. 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.
14. In cases of any disputes any suits or legal proceedings against the University, the jurisdiction shall be restricted to the Calcutta High Court.
15. 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.
16. The choice of the Selecting Authority need not necessarily be confined only to those who formally apply.
17. Appointments will be made initially on probation for a period of one year 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 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.
18. 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.
19. No telephonic enquiries or requests can be entertained.

**Application Fee:**

For the post of Finance Officer: Rs. 1000/- (Rupees one thousand)

Rs. 500/- (Rupees five hundred) for SC/ST/OBC/PD

For the post of University Engineer: Rs. 800/- (Rupees eight hundred)

Rs. 400/- (Rupees four hundred) for SC/ST/OBC/PD

**Submission of application:**

Application for the post applied along with an A/c payee Demand Draft, drawn in favour of **Aliah University** payable at **Kolkata** must reach the Registrar (Officiating), Aliah University, IIA/27, New Town, Kolkata-700 160 on or before April 3, 2020 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 SC /ST / 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(Officiating), Aliah University, IIA/27, New Town, Kolkata-700 160 latest by 3<sup>rd</sup> April, 2020. till 5 p.m.

**If name of 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 position. 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 3<sup>rd</sup> April, 2020.***

Sd/-  
Registrar (Officiating)