Aliah University

(An autonomous Institution under the Department of Minority Affairs and Madrasah Education, Govt. of West Bengal)

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

Advertisement for Controller of Examinations, Security Officer, Assistant Librarian, Technical Assistant (Gr. – I) and Group - D

Advertisement No.: AU/Apptt.-39/2018, Dated: 02ⁿᵈ April, 2018

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.

<div align="center">OR</div>

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

<div align="center">OR</div>

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 01.01.2018.

(b) Desirable Qualification

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

<div align="center">OR</div>

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: Security Officer (One Post)

Scale of Pay: Pay Band – Rs.15,600/- 39,100/- with Grade Pay of Rs. 6,000/-

Age not over 50 years as on 01.01.2018

(a) Essential Qualification

i. Bachelor's Degree or equivalent qualification with 50% marks from a recognized University.
ii. At least 15 years' experience in Police/Para-Military Forces /Armed Forces of the Union and held not below the rank of Sub-Inspector (Exe) /Subedar or an equivalent position with Exemplary service.
iii. Holding a Valid Driving License (LMV/Motor Cycle). iv. Knowledge in Computer.

(b) Desirable Qualification

i. Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force.
ii. Experience in Security matters
iii. Should be able to speak in English & Bengali.

Post No. 3: Assistant Librarian (One Post)

Scale of Pay: Pay Band – Rs.15,600/- 39,100/- with Grade Pay of Rs. 6,000/-

Age not below 30 years as on 01.01.2018. Relaxable in case of exceptionally qualified candidates.

(a) Essential Qualification

i. A Master's Degree from a recognized University in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.

ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

iii. However, candidates, who are, or have been awarded Ph. D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.

(b) Desirable Qualification
i. Experience of issuing of books

ii. Experience in cataloguing and putting accession no. books of Science, Engineering, Arabic, Bengali, Urdu, Persian and Islamic Theology

iii. Knowledge on handling Library Software like Koha and Libsys software & setting up digital library

Post No. 4: Technical Assistant : Grade-I (Total Eight Post)

Post No. 4A: Technical Assistant : Grade-I (Dept. of Computer Science & Engineering). – 03 Post

Scale of Pay: Pay Band – Rs. 9000 - 28300/- with the Grade Pay of Rs. 4,600/-

Age below 40 years as on 01.01.2018

Essential: B. E. / B. Tech./MCA in Computer Sc. & Engineering from a recognized Institution having 2 years of experience in Networking, Hardware and Software as a Laboratory/ Workshop Technician/ Technical Assistant or its equivalent in any recognized educational Institution/ Industry.
<div align="center">Or</div>
First class Diploma in Computer Sc. & Engineering or its equivalent from a recognized institution having 3 years of experience in Networking, Hardware and Software as a Laboratory/ Workshop Technician/ Technical Assistant or its equivalent in any recognized educational Institution/ Industry.

Post No. 4B: Technical Assistant : Grade-I (Dept. of. Electronics & Communication Engineering)– 01 Post

Scale of Pay: Pay Band – Rs. 9000 - 28300/- with the Grade Pay of Rs. 4,600/-

Age below 40 years as on 01.01.2018

Essential: B. E. / B. Tech. in Electronics & Communication Engineering from a recognized Institution having 2 year experience as a Laboratory/ Workshop Technician/ Technical Assistant or its equivalent in any recognized educational Institution/ Industry.

<center>Or</center>

First class Diploma in Electronics & Communication Engineering/ Electronics & Telecommunication Engineering or its equivalent from a recognized institution having 3 years of experience as Laboratory/ Workshop Technician/ Technical Assistant or its equivalent in any recognized educational Institution/ Industry.

Post No. 4C: Technical Assistant : Grade-I (Dept. of Electrical Engineering). – 02 Post

Scale of Pay: Pay Band – Rs. 9000 - 28300/- with the Grade Pay of Rs. 4,600/-

Age below 40 years as on 01.01.2018

Essential: B. E. / B. Tech. in Electrical Engineering from a recognized Institution having 2 year experience as a Laboratory/ Workshop Technician/ Technical Assistant or its equivalent in any recognized educational Institution/ Industry.

<center>Or</center>

First class Diploma in Electrical Engineering or its equivalent from a recognized institution having 3 years of experience as Laboratory/ Workshop Technician/ Technical Assistant or its equivalent in any recognized educational Institution/ Industry.

Post No. 4D: Technical Assistant : Grade-I (Dept. of Management & Business Administration). – 01 Post

Scale of Pay: Pay Band – Rs. 9000 - 28300/- with the Grade Pay of Rs. 4,600/-

Age below 40 years as on 01.01.2018

Essential: B. E. / B. Tech. in Computer Sc. & Engineering or MCA from a recognized Institution having 2 years of experience in Networking, Hardware and Financial Software as a Laboratory/ Workshop Technician/ Technical Assistant or its equivalent in any recognized educational Institution/ Industry.

<center>Or</center>

First class Diploma in Computer Sc. & Engineering or its equivalent from a recognized institution having 3 years of experience in Networking, Hardware and Accounting Software as a Laboratory/ Workshop Technician/ Technical Assistant or its equivalent in any recognized educational Institution/ Industry.

Post No. 4E: Technical Assistant : Grade-I (Dept. of Mathematics & Statistics). – 01 Post

Scale of Pay: Pay Band – Rs. 9000 - 28300/- with the Grade Pay of Rs. 4,600/-

Age below 40 years as on 01.01.2018

Essential: B. Sc. (Hons.) in Mathematics/ or Statistics with 1 yr. working experience in PG/UG Lab. of Mathematics or Statistics as a Technical Assistant in an academic institute.

Desirable: (1) M. Sc. in Mathematics or Statistics (2) Degree/ diploma in Computer

Post No.5: Group - D (One Post)

The Applicants those who have applied for the post OFF ATTENDANT/JR. PEON against advt. No.:AU/Apptt.-24/2015 dated 06.08.2015 need not apply again.

Scale of Pay: Pay Band – Rs.5,400/- 18,600/- with Grade Pay Rs. 1,800/-

Age below 40 years as on 01.01.2018

(a) Essential Qualification
Passed Class VIII.

(b) Desirable Qualification
Experience in handling of office records and files.

General Conditions / Instructions

1. To apply for any post of Officers/ Non-teaching Staff the candidate must, desirably, have the basic knowledge of Islamic culture and civilization.

2. In case of Assistant Librarian, NET/SLET/SET shall remain the minimum eligibility criterion for recruitment and appointment. However, the candidates, who are or have been awarded a Ph.D. degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility criterion of NET/SLET/SET.

3. The age relaxation for OBC / PD candidates is 3 years and for SC/ST candidates is 5 years.

4. Age of the Candidate applying for any category will be counted as on 01.01.2018.

5. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for interview. The University reserves the right to screen applications based on academic attainments and shortlist who may/will be interviewed.

6. In case of employees of the University who are found to be suitable for the post of Officers / Non-teaching Staff of the University, the prescribed qualifications may be relaxed or waived.

7. 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.

8. Stipulations in respect of Experience and Age may be relaxed in case of exceptionally brilliant candidates on the recommendation of the relevant Committee.

9. The choice of the Selecting Authority need not necessarily be confined only to those who formally apply.

10. Candidates already in employment should apply through proper channel.

11. 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 form the expiry of the period of extension of his/her probation.

12. Service conditions as notified by orders of the M.A. & M.E. Department/Higher Education Department, Govt. of West Bengal from time to time will be applicable.

13. 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.

14. No telephonic enquiries or requests can be entertained.

15. Candidates should clearly note that the University will in no case be responsible for non-receipt of their applications due to postal delays.

16. University shall not be responsible for delay in receipt of interview letters / offer letters due to postal delay or on any other account whatsoever. However, applicants are encouraged to provide Mobile Nos. and E-mail addresses so that the University can contact them at short notice. Necessary information regarding short-listing of candidates, interview dates etc. shall be uploaded on the University's website from time to time.

17. Candidates can also deliver their applications personally at the University Office against proper receipt. The University will not be responsible for the applications delivered to any other functionary of the university.

18. 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.

19. Candidates are requested to super scribe 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. Candidates applying for the post of 'Technical Assistant (Grade-I)' are requested to super scribe the words "Application for the post of ………….. Sl. No…… for the Department of………....." as the case may be, on the top of the envelope, while sending the application forms.

21. The period of experience rendered by a candidate on part-time basis or contractual or temporary basis will not be counted while calculating the valid experience for short listing the candidates for Officers category for interview.

22. Incomplete/unsigned applications/applications without photograph/ without prescribed DD, Application will be rejected.

23. 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 a reasonable limit by considering qualifications higher than the minimum qualifications laid down by the University/UGC/AICTE.

24. 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 posts.

25. Applicants with grade/grade points (C.G.P.A./ D.G.P.A./ S.G.P.A./F.G.P.A. etc.) should write the percentage equivalent according to the formula used by their Boards/Universities /Institutes. Certification from their Boards/Universities /Institutes is required in support of their claim. They will be required to justify their percentage equivalent claimed by them at the time of interview and failure of such thing may even lead to cancellation of their candidature or calculation of the percentage equivalent by the University itself by whatever method it considers.

26. A post may not be filled up if any suitable candidate is not found.

27. No T.A. / D.A. shall be paid to the candidates for attending the interview.

28. 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.

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 Officers and other Employees of any particular Department in other Departments or even in other campuses of the University to meet emergency situations.

Application Fee:

Rs. 1000/- (Rupees One Thousand) for the post of Controller of Examinations (Rs. 500/- for SC/ST/BC/PD)
Rs. 500/- (Rupees Five Hundred) for the post of Security Officer and Assistant Librarian (Rs. 250/- for SC/ST/BC/PD)
Rs. 300/- (Rupees Three Hundred) for the post of Technical Assistant (Grade-I)I and Group – D (Rs.150/- SC/ST/BC/PD)

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-700 160 on or before April 25, 2018 within 5 p.m.

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

(i) Age,

(ii) Whether belongs to ST /SC /BC / PD,

(iii) Qualifications (mark sheets & certificates)

(iv) NET clearance certificate(s) (applicable for the post of Assistant Librarian)

(v) Ph.D. awarded certificate & Certificate of the concerned University/Institution whether Ph.D. awarded as per regulation, 2009 or not. (Applicable for the post of Assistant Librarian)

(vi) Details of publication (Applicable for the post of Assistant Librarian)

(vii) Details of employment

(viii) Demand draft

(ix) Requisite sets of application form(as mentioned in the application form).

in a sealed envelope super-scribing name of the Post Applied for must reach to Registrar, Aliah University, IIA/27, New Town, Kolkata-700 160 latest by **25th April, 2018**. 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.

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

Last date for submission of 'Application form' with testimonials is: 25th April, 2018