



Aliah University

IIA/27, New Town (Near Eco Space),
Kolkata-700160, West Bengal, India

No.: AU/REG/0441/20

Date: 17-08-2020

CIRCULAR

It is notified for information of all concerned that the following posts of officer in the Pay of Rs. 15,600/- with Grade Pay Rs. 6,000/- in PB-3 (15,600 – 39,100/-) are required to be filled up by way of promotion in terms of G.O. No. : 910(7)-Edn(U)/IU-75/89 dated 21-09-1991 followed by Executive Council Resolution No. 14 dated 19/02/2019 and subsequent G.O. of MA & ME Department, Government of West Bengal vide No. 122-MD-11018/14/2019 dated 14/01/2020. The relevant excerpt from the G.O. concerned is appended below.

Assistant Registrar : Two Posts

Minimum Eligibility Criteria : A Master's degree with at least 55% marks (or an equivalent grade in a point scale wherever grade system is followed) and consistently good academic record.

Pay Band : Rs. 15,600-39,100/- Grade Pay Rs. 6,000/-(since revised)

Note:

Members of the staff who consider themselves eligible for appointment to the above posts by way of promotion as per Government Orders mentioned above are requested to apply in the prescribed form available at the Aliah University website: www.aliah.ac.in for consideration of their candidature by the Selection Committee for appointment of such Officers.

Applications must reach the Office of the Registrar within 24-08-2020 by 5 p.m.

Sd/-

Registrar



Aliah University

IIA/27, New Town (Near Eco Space),
Kolkata-700160, West Bengal, India

RELEVANT EXCERPT OF G.O. No. 910(7)-EDN(U)/IU-75/89 DATED 21-09-1991

60% (sixty percent) of the posts of officers in the scale of pay of Rs. 2,200-4,000/- (Since revised to Rs. 8,000-13,500/- and thereafter revised to Rs. 15,600-39,100/- Grade Pay Rs. 6,000/-*) may be filled up by promotion from amongst the incumbents holding tenure of not less than six years in the senior posts of Senior Superintendents and other categories of Supervisory staff of equivalent rank who are borne in the existing scale of pay of Rs. 600-1,250/- since revised to Rs. 1,550-3,530/- (further revised to Rs. 5,000-11,325 and thereafter revised to Rs. 9,000-28,300 Grade Pay Rs. 4600/- *) on the basis of merit-cum-seniority.

‘* These pay scales have further been revised.

Sd/-

Registrar

No.....



Application Form Information Summary Sheet

I. Post appliedfor.....

II. Advt./Circular No. with date.....

III. Name of candidate in full (BLOCK letters)

.....
(First) (Middle) (Last)

IV. Current positionheld..... since.....

V. Work experience: (Most recentfirst)

Sl. No.	Post hold	Employer/Organization	From	To

VI. Date ofbirth

D	D	M	M	Y	Y	Y	Y

VII. Category (Pleasetick) GEN/SC/ST/OBC/PH

VIII. Qualified(Y/N): A. NET / SLET/ GATE B. M.Phil. / Ph.D.

IX. Publications: (specify No.only)

National

International

i) Research Papers:
(No.only)

- a) Referred journal–
- b) Proceedings – (mention if referred)
- c) Presentations–
- d) Others–

ii) Books:

iii) Monographs:

iv) EditedVolumes:

v) Reports:

vi) Articles :

vii) Projects (No.only):

viii) Seminar/Conference/Workshopattended (No.only)..... Paper presented.....

ix) Refresher/Orientation Courses attended (No. only).....

x) Research Guidance(No. only) Awarded Submitted Registered

Date

Signature

No.....

Last date of submission.....



ALIAH UNIVERSITY

APPLICATION FORM

Post appliedfor:

Advt./Circular No. with date:

1. Name of the candidate in full:

2. Date of Birth (evidence to be produced):

3. Sex: Male / Female

4. Address: (a)Residential:

.....

Pin.....Mobile

E-mail:

(b)Present (for correspondence):

.....

.....

Pin Phone

5. Nationality:By birth / At present

6. Category:(GEN/SC*/ST*/OBC*/PH*):

(*evidence to be produced)

(Please Specify)

7. Father's Name:

8. Mother's Name:

9. Husband's/Wife's Name:

(if married)

10. (a) Candidate's mother-tongue:

(b) Other languages (if any) he/she can speak, read and write fluently:

11. Academic Qualification

Examinations / Degree	Board /Council/ University	Year of Passing	Division/ Class (with % of marks)	Subject(s) /Discipline
(i) Secondary or equivalent				
(ii) Higher Secondary or equivalent				
(iii) Graduate Level (Mention the Honours/ Major subject)				
(iv) Post Graduate Level				
(v) Any other (DCA, MCA, M.PHIL., NET, SLET etc.)				

N.B. Strike out the alternatives which do not apply in yourcase.

12. Scholarship, Fellowship, Award etc. with details (e.g. name, year, duration, placeetc.) (evidences to beenclosed)

13. Work Experience (Most recentfirst)

Nature of Appointment	Designation	Date of Joining	Date of Leaving	Basic Salary & allowance	Employer's Name &Address	Remarks

14. Publication

- a) Books / Monographs:
- b) Edited Volumes:
- c) Papers / Articles (in International Journals):
- d) Papers / Articles (in National Journals):

15. Participation (specify no. only)/ Paper presented:

- a) Seminar / Conference /Symposium:
- b) Participation Workshop / Summer School / WinterSchool:
- c) Refresher Courses/ OrientationCourses:
- d) Other Courses:

(Detailed list showing subject / topic, duration, nature of participation, sponsoring authority, etc. to be enclosed. Copy of participation letter will be preferred)

16. Membership of Learned Societies and/or Professional Bodies or any other Committees:

- i)
- ii)
- iii)

17. Two Referees, who should be responsible persons not related to the candidate: -

Sl.	Name	Profession	Address	Period for which candidate is known to Referee
1				
2				

18. Additional Remarks:

(Applicant may mention here any other particulars which have not given under the above heads)

DECLARATION

I declare that the entries made in this form are true to the best of my knowledge and belief.

Date.....

Signature of the Candidate

Place.....