

# Aliah University

Aliah University is running a Residential Training /Coaching Centre for free guidance to Minority Aspirants for WBCS (Executive) Exams.

**WE NEED CANDIDATES IN THE FOLLOWING POSITIONS ON CONTRACTUAL BASIS:  
(Knowledge of Islamic Culture will be preferred)**

**The Walk-in-Interview will be held on 23.04.2017 at 11 a.m. at New Town Campus.**

**1. COURSE CO-ORDINATOR:**

(i) Bachelor's degree with Honours from a recognized University along with having Experience in Running Coaching Centre or associated with Training / Educational Institute.

Or

Master's degree in any discipline from a recognized University.

(ii) Knowledge of Computer, Office Application, MS Word, Ms Excel PPT etc.

(iii) Age between 24 -35 years.

(iv) Candidates will have to stay at the Centre at night.

**JOB RESPONSIBILITY:**

Will have to manage the Coaching Centre, to contact faculty Members, arrange classes, prepare class time table, take class tests. Procure books & manage small library of the centre. Attend other misc. office work as assigned by the Centre-in-Charge.

**Consolidated Pay :**

Rs 25,000/- per month + free fooding will be provided during stay period at centre.

**2. ATTENDANT:**

(i) Class – X passed.

(ii) Working experience in Educational Training Institution / Office will be preferred.

(iii) Age between 24 -35 years.

**JOB RESPONSIBILITY:**

(i) Will have to keep class rooms, reading room, library clean and attend misc. work of the centre as assigned by the course Co-ordinator and Centre-in-Charge.

(ii) Will have to stay at night at the centre.

**Consolidated Pay:** Rs 10,000/- per month + free accommodation & fooding.

**3. SAFAIWALA:** Literate. Experience in same work will be preferred.

**JOB RESPONSIBILITY:** Will have to clean & wash the wash rooms, floors, dining area etc. of the Centre and premises.

**Consolidated Pay:** Rs 6,000/- per month + free lunch will be provided.

Candidates for all the 3 positions should come for a walk in interview along with their two copies bio-data (2 copies) and other testimonials (Original & Photocopies) on 23.04.2017 at Aliah University, II/A27, New Town Campus, Kolkata – 700156 (near Eco Space). Candidates for Course Coordinator should report at 9.30 A.M. and for Attendant and Safaiwala at 12.30 P.M.

### **GENERAL INSTRUCTIONS**

1. The above listed Position is on contractual for Six Months only.
2. University reserves the right to fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason. The decision of the University in this regard will be final.
3. The candidate should attend the Walk –in-Interview on 23 April, 2017(Sunday) at 11a.m. at IIA/27, New Town, and Kolkata-700 156.
4. No correspondence whatsoever will be entertained from the candidates in this regard.
5. The University reserves the right to conduct or not to conduct walk-in-Interview for the above positions in case the circumstances so warrant.
6. No TA/DA shall be paid to candidates for attending the Walk-in-Interview.

**Registrar**