



Recruitment of Non-teaching Staff

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

Aliah University is an Autonomous Institution of higher learning under the Department of Minority Affairs & Madrasah Education, Govt. of West Bengal. The University invites online applications from suitable Indian citizens for regular appointment to the following non-teaching posts.

Sl. No.	Name of the Post	Pay	No. of Post(s)	Mode of Recruitment
01	Technical Assistant (Grade-I)	Entry Pay: Rs. 37100/- (Level-9) plus usual allowances as per rules.	1	Direct
02	Clinical Instructor	Entry Pay: Rs. 35800/- (Level-8) plus usual allowances as per rules.	3	Direct
03	Physical Training Instructor	Entry Pay: Rs. 35800/- (Level-8) plus usual allowances as per rules.	1	Direct
04	Compositor (Bengali / English)	Entry Pay: Rs. 32800/- (Level-7) plus usual allowances as per rules.	1	Direct
05	Group-D	Entry Pay: Rs. 18500/- (Level-1) plus usual allowances as per rules.	2	Direct

Qualifications, no. of post(s), age limit and other requirements for direct recruitment

The essential qualification and experience for the above posts are given as below.

Sl. No.	Name of the Post	Technical Assistant (Grade-I), Dept. of Electrical Engineering
01	No. of Post	1
	Age limit	Age below 40 years as on 01.12.2025
	Period of Probation, If any	2 years
	Educational and other qualifications	<u>Essential</u> B. E. / B. Tech. in Electrical Engineering from a recognized Institution having 2 years experience as a Laboratory/ Workshop Technician/ Technical Assistant or its equivalent in any recognized Educational Institution/ Industry. Or 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.

Sl. No.	Name of the Post	Clinical Instructor, Dept. of Nursing
02	No. of Post	3
	Age limit	Age below 40 years as on 01.12.2025
	Period of Probation, If any	2 years
	Educational and other qualifications	<u>Essential</u> M.Sc. degree in Nursing from a recognized University or B.Sc. degree in Nursing from a recognized University with 1 year experience in clinical specialty or teaching or Basic B.Sc degree in Nursing from a recognized University with Post basic diploma in clinical specialty.

Sl. No.	Name of the Post	Physical Training Instructor
03	No. of Post	1
	Age limit	Age below 40 years as on 01.12.2025
	Period of Probation, If any	2 years
	Educational and other qualifications	<u>Essential</u> Master's Degree from a recognized University in Physical Education with one year of experience in relevant field. Or Bachelor's Degree in Physical Education with three years of experience in relevant field.

Sl. No.	Name of the Post	Compositor (Bengali / English)
04	No. of Post	1
	Age limit	Age below 40 years as on 01.12.2025
	Period of Probation, If any	2 years
	Educational and other qualifications	<u>Essential</u> i. Hons. Graduate in English with Bengali as a combination subject having 5 years of working experience as Jr. Assistant or its equivalent in University/ College/ Institute of Higher learning. ii. Ability of typing with minimum speed of 35 words per minute having sound knowledge of MS Word, MS Excel etc. as reflected from Certificate/ Diploma course in Computer Application from a recognized institution. iii. Having experience in Bengali software typing.

Sl. No.	Name of the Post	Group-D
05	No. of Post	2
	Age limit	Age below 40 years as on 01.12.2025
	Period of Probation, If any	2 years
	Educational and other qualifications	<u>Essential</u> Passed Class VIII.

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 short-listed for interview.
2. The candidates who have applied earlier to the post of **Junior Peon** vide advt. no. AU/Apptt.-4/2024 dated 27-08-2024 need not apply again.
3. In case a candidate wishes to apply for more than one post, he/she is required to fill in the form separately through On-line mode only followed by paying separate application fees along with separate set of mentioned certificates/documents as applicable. In case of application for multiple posts, candidate should send his/her application in separate envelopes. Multiple Applications for a single post are prohibited.
4. Age of the Candidate applying for any category will be counted as on 01.12.2025 and age relaxation will be given as per norms of Govt. of West Bengal.
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 above mentioned post of this University, the prescribed qualifications & age may be relaxed or waived.
8. 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.
9. In regard to Educational Qualifications the applicant should submit mark sheets as well as certificates of respective degrees.
10. If in any category the number of applications received against a post 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.
11. The method of short listing will be based on objective criteria, but may vary from Category to Category; depending on the number of applicants against a post.
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. Incomplete application / partial application / application without supporting documents / application without fee shall be treated as cancelled and the University Authority shall not be liable to explain any reason in this matter.
16. Application fees once paid shall not be refunded under any circumstances.

17. The aspiring applicants satisfying the eligibility criteria in all respect can submit their application through ON-LINE mode within 01.12.2025 followed by submission of the hard copy of the online form, duly signed at designated place, within 04.12.2025 (05PM).
18. Candidates can also deliver their hard copy of the online 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 should clearly note that the University will in no case be responsible for non-receipt of their hard copy of the online 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 active E-mail addresses so that the University can contact them at short notice.
20. 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.
21. 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.
22. 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.
23. In case of any dispute / indistinctness that may occur in the process of selection, the decision of the competent authority shall be final.
24. No TA / DA shall be paid to the candidates for attending the interview.
25. No telephonic enquiries or requests shall be entertained.
26. In case of any dispute any suite or legal proceedings against the University, the jurisdiction shall be restricted to the Calcutta High Court.

NON REFUNDABLE APPLICATION FEES:

(a) For Post mentioned in Sl. No. 01 to 04

- General Candidates :Rs. 300/- (Rupees Three hundred)
- SC/ST/OBC/PD candidates. :Rs. 150/-(Rupees One hundred fifty)

(b) For Post mentioned in Sl. No. 05

- General Candidates :Rs. 200/- (Rupees Two hundred)
- SC/ST/OBC/PD candidates. :Rs. 100/-(Rupees One hundred)

Submission of application:

The hard copy generated at the time of on-line application, duly signed at designated place, have to be sent with the supporting documents (self attested) in support of applications (i.e. ID proof, Age Proof, Category Certificate, all educational marks sheets and certificates, experience certificates etc.) to the address mentioned below within 04.12.2025 (5PM) in a sealed envelope, by in person / Speed post/Courier, **failing which candidature will not be considered**. The envelope shall be superscribed “**Application for the post of _____**”.

“To The Registrar, Aliah University, IIA/27, New Town, Kolkata-700 160, West Bengal”.

If name of the Post applied for are not mentioned on the envelope containing hard copy of application form and testimonials, the application is liable to be cancelled.

Applicants are advised to follow the university website: <https://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.

The On-line application will be available on <https://www.aliah.ac.in/recruitment> from 14.11.2025.

The last date of online application is 01.12.2025.

Last date for submission of hard copy of the online application form with testimonials is 04.12.2025.

Sd/-
Registrar (Officiating)