



Aliah University

(A UGC, AICTE & INC approved autonomous Institution under the Department of Minority Affairs and Madrasah Education, Govt. of West Bengal)

Action Area-IIA/27 New Town, Kolkata- 700 156

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TEMPORARY ENGAGEMENT OF NON TEACHING STAFF (Employment Notification: AU/Apptt.-37/2017 dated 09.08.2017)

A walk in interview for contractual engagement on purely temporary basis initially for six months which may be extendable based on need and performance for the following posts will be held on 20.08.2017 at 10 a.m. at New Town campus of the University.

1. Administrative Supervisor (No. of Post: 02)

Essential Qualification & Experience

- (i) Must be graduate from a recognized University
- (ii) 10 Years experience as an Assistant Registrar /Section Officer or equivalent in any Government or autonomous body. He / She must (a) be able to draft correspondence independently (b) thoroughly conversant with official rules and procedures (c) have good command in English
- (iii) Age should be 60 years as on 20.08.2017 and must be within the age of 65 years.

Job Responsibility:

The Administrative Supervisor is responsible for the day to day functioning management and coordination of activities of the Establishment section. The position provides direct support to the Registrar's Office and must understand and represent the position and priorities of the Registrar. He should have the knowledge about service rules of the Govt. employees/University employees including preparation of service books, pension related papers, pay fixations etc. and making drafts for various correspondence with Government office and Statutory bodies etc.

Consolidated pay: Rs. 25,000/- per month

2. Security Supervisor (No. of Post: 03)

Essential Qualification & Experience

- (i) Must be Class X Passed
- (ii) The applicant should be energetic, smart with sound health and physically fit having minimum height of 5'6'.
- (iii) Age should be less than 50 years as on 20.08.2017
- (iv) Retired person from Defence or West Bengal Police department.

Job Responsibility:

The primary role of security Supervisor is to provide protection of the property, buildings and grounds and the people do business there and coordinates all of the team's activities, such as scheduling shifts and training. He ensures that all the daily security operations run smoothly and effectively. Apart from the management role, the security supervisor also carries out patrol and other security duties himself. A security supervisor investigates any suspicious activities that may take place. He will report also unlawful activities such as theft or vandalism that may take place in the campus to University authority for further action and any other works assigned by the authority from time to time.

Consolidated pay: Rs. 20, 000/- per month

3. Medical Officer (No. of Post: 03)

Essential Qualification & Experience

- (i) MBBS degree from a reputed University recognized by the Medical Council of India.
- (ii) 10 years experience of sound medical practice.
- (iii) Age should be 50 years as on 20.08.2017 and must be within the age of 65 years.

Job Responsibility:

Medical Officer will be assigned to undertake patient consultations and physical examinations and assessing and planning treatment requirements among the students, Teachers, Officers and Non-teaching employees of the University. He should provide the facility of first aid treatment to the students / employees of the University as needed.

Consolidated pay: Rs. 45, 000/- per month

4. Centre-in-Charge (WBCS Coaching Centre) (No. of Post: 01)

Essential Qualification & Experience

- (i) Must be graduate from a recognized University
- (ii) Retired administrative officer and should have knowledge and experience in smooth functioning of a educational coaching centre.
- (iii) Age should be 55 years as on 20.08.2017 and must be within the age of 65 years.

Job Responsibility:

He/ She will play leadership role in admitting students, managing of teachings, framings of rules and regulation, for coaching to the West Bengal Civil Service aspirants.

Consolidated pay: Rs. 45,000/- per month

5. Warden (No. of Post: Male: 02, Female: 02)

Essential Qualification & Experience

- (i) Bachelor degree in any disciplines from a recognized University/Institution. Preference will given to those having knowledge & Supervision of working with communities & Skill in used of Computer, Digital Knowledge and Competence in Office Management will be advantage.
- (ii) Should have five years experience and knowledge in smooth functioning of students' hostel & having good communication skill in English, Bengali & Urdu.
- (iii) Minimum age should be 40 years as on 20.08.2017.

Job Responsibility:

Warden is custodian and in-charge of all the hostel properties. Warden has the authority to check the room and visit the students at any time. Warden has to look after the welfare of the students. He / She has to verify the stock periodically and any other work assigned by the competent authority from time to time. Warden shall have to stay at night at the Hostel.

Consolidated pay: Rs. 15, 000/- per month

The candidate should attend the Walk –in interview on 20th August, 2017, (Sunday), at 10 a.m. at IIA/27, New Town, Kolkata-700 156 with recent bio-data and passport size photograph mentioning age, qualification, experience, communication address with e-mail id & contact no. including one set of photocopy of supportive documents.

GENERAL INSTRUCTIONS

1. The above listed positions are contractual engagement on purely temporary basis initially for six months which may be extendable based on need and performance.
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 20th August, 2017, (Sunday) at 10 a.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