



Aliah University

IIA/27, New Town, Kolkata-700 160

Walk-in-Interview for Temporary Engagement

(Advertisement No.: AU/Apptt.-1/2025)

A walk- in interview for contractual engagement on purely temporary basis for the following post of Senior Assistant will be held on 23-09-2025 at 11 a.m. at New Town Campus of Aliah University. Please visit www.aliah.ac.in for details.

Name of Post: Senior Assistant

Age: Retired person with age below 64 years as on 23-09-2025.

Essential Qualification & Experience:

- (i) Must be graduate from a recognized University.
- (ii) Adequate experience as an Assistant Registrar / Section Officer and above or equivalent in any Government or Autonomous body including Universities and Colleges. He / She must be able to draft correspondence independently and thoroughly conversant with Govt. rules and financial procedures. Also have good command over English and computer knowledge.

Consolidated Pay: Rs. 30,000/-per month.

General Information:

1. The engagement is contractual 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 or 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 take part personally in the Walk-in-Interview on specified date and time at the specified venue with original and one set of photocopy of all testimonials (self attested). The attached application form should be filled up properly & five copies are to be handed over at the time of interview.
4. No correspondence whatsoever will be entertained from the candidates in this regard.
5. No TA/DA shall be paid to the candidates for attending the interview.

**Sd/-
Registrar (Officiating)**

Aliah University

Application Form

Paste
recent
Photograph
here and
sign across

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

1. Post Applied for
2. Advertisement No.:.....Published on.....(Date)
3. Name of the Application in full:.....
(BLOCK LETTERS) (First) (Second) (Last)
4. Contact details
(i) Address
(a) Permanent
.....
.....
.....
(b)Address for
Communication.....
.....
.....
(ii) Email:
(iii)Phone (Mobile):.....Resi/Office.....
5. Date of birth (DD/MM/YYYY)Age:(As on 23-09-2025)
6. Nationality by Birth At Present.....
7. Sex (Please Tick): Male / Female/Transgender
8. (a)Marital Status (Please Tick): Married/Unmarried (b)Name of Spouse (if married).....
9. Parents Name:
10. Languages Known.....

11. Academic Records:

Examination/Degree	Board / Council /University/Other Examination Body	Duration of the Course & Years of Passing	Division /Class with %of Marks	Subjects / Discipline
10 th Standard				
12 th Standard				
Graduation				
Post Graduation				
Any Other				

12. Particulars of experience in reverse Chronological order

Name of the Organisation	Name of the Position Held (Permanent/temporary /contractual)	Scale of Pay & Other Allowances	Duration		Nature of Work	Reason of leaving
			From (Date)	To (Date)		

I declare that to the best of my knowledge the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of my candidature.

Date:.....

Place:.....

Signature of the Applicant

Enclose the following testimonials (Self-attested) with the application form:

- 1) Photocopy of Age Proof vide Serial No: 5
- 2) Photocopies of all testimonials – vide Serial No: 11
- 3) Photocopies of Particulars of experience vide Serial no: 12

N.B. - Write **NA** against the Serial no. which is not applicable