

REQUIRE

REGISTRAR AND HEAD HEAD OF ADMINISTRATION (HOA) FOR ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY GREATER NOIDA

1. **Applications with bio-data are invited from Retd Col/Col TS as per following Qualitative Requirements**

(a) **Mandatory**

- (i) Retd Army Officers Col/Col (TS).
- (ii) Age between 54-60 years at the time of joining.
- (iii) Commanding officer/ 2IC of Major Unit

OR

AEC Officer, Principal, Sainik/Military School.

- (iv) Should have experience of handling finances and legal issues.
- (v) Should have no disciplinary case during entire service.

(b) **Preferred.**

- (i) Med cat SHAPE- 1.
- (ii) Experience in handling Educational Institutes & Defence works.
- (iii) Should be IT Savvy.

2. **Terms and Conditions for Registrar & Head of Administration**

- (a) Term based appointment for three years with initial one year on probation.
- (b) Consolidated salary of Rs 75,000/- per month.
- (c) Pre - mature cases not eligible.
- (d) Reserved accommodation and staying in campus mandatory.

3. **Imp Notes.** The following addl imp inputs merit consideration for the subject interview.

(a) No TA/DA will be admissible for the interview.

(b) **Med Category.** Low Med Cat candidates upto a lower grade of '2' only, less 'S' factor may be permitted to participate in section process, however, their final selection will be subject to approval of the bd proceedings by the Competent Authority, post promulgation of revised ESR. Battle cas will be treated at par with SHAPE- 1, provided in reasonable physical and mental health condition to undertake all functions envisaged in job description/duties/responsibilities.

(c) **Salary Revision.** Salary revision is under planning in near future.

4. **Selection Process.** Through Panel Interview (Only shortlisted candidates by the Management will be called for interview), Interested candidates may apply through online application enclosing bio-data alongwith passport size photograph, Copies of Experience certificate testimonials, email ID, contact Numbers and any other relevant details in the office of **Additional Director AWES Cell, HQ Delhi Area, Delhi Cantt- 110010.**

(E-mail: soawes.delhiarea@awesindia.edu.in.)

For any query contact :-

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|-----|--------------------------------|---|----------------|
| (a) | Additional Director AWES Cell | - | 9818763813 |
| (b) | Head Clerk AIMT, Greater NOIDA | - | 9045395279 |
| (c) | Website | - | www.aimt.ac.in |

Note :-

1. Incomplete applications are liable to be rejected.
2. Last date of submission of application is **21 Aug 2023.**
3. The College management reserves all right of selection/rejection.

**APPLICATION FORM FOR APPOINTMENT OF REGISTRAR AND HEAD OF
ADMINISTRATION IN AIMT GREATER NOIDA**

Application for the post _____

Passport
size
photograph

1. **PERSONAL DATA** :-

- (a) Name in Full (Block Capital Letters) : _____
- (b) Father's / Husband's Name : _____
- (c) Age with Date of Birth : _____
- (d) Nationality : _____
- (e) State : _____
- (g) Contact Details :-
- (i) Mobile No / Land Line No : _____
- (ii) Email ID : _____

2. **CATEGORY** :-

- (a) Retired Male service Officer of : _____
Col/Col (TS)

3. **PRESENT / PREVIOUS OCCUPATION** :-

- (a) Designation of Post : _____
- (b) Name and address of Institution / : _____
Organization
- (c) Designation of Superior In charge : _____
- (d) Contact No of Superior (for : _____
verification if need be)
- (e) Salary drawn : _____

4. **FAMILY DETAILS.**

- (a) Marital Status : _____(Single/Married/Widow)
- (b) If married : Name & Occupation of spouse

5. **Qualifications**

- (a) Civil Qualification : _____
- (b) Civil Professional / Technical : _____
- (c) Graduate /Post Graduate : _____
with name of University
- (d) Working knowledge of : _____
Computer

6. **Experience.**

- (a) Experience in defense : _____
- (b) Experience in Civil, if any : _____
- (c) Experience in administration, _____
preferably in Schools/Colleges.

7. Knowledge of Govt Rule / Regulations : _____
Procurement Procedure and legal aspects
including labour law

8. Medical Fitness (SHAPE-I) : _____

9. Copies of Civil education Certificate & : _____
Experience Certificate including CVs.

10. Permanent and Residential Address : _____

11. Name and contact details of two ref : 1. _____

2. _____

Dated : 2023

(Signature of the Candidate)