**ARMY INSTITUTE OF MANAGEMENT, KOLKATA**

**EMPLOYMENT NOTIFICATION FOR THE POST OF**

**REGISTRAR AND HEAD OF ADMINISTRATION**

1. Army Institute of Management, Kolkata (**AIMK)** invites applications for the post of **Registrar & Head of Administration.**

2. **Terms of Employment**.Contractual basis initially for a period of one year, extendable on yearly basis, subject to meeting all qualitative requirements.

3. **Remuneration** - ` 50,000/- per month (consolidated). Yearly increment ` 1000/-.

4. **Qualitative Requirements**.

1. Should be a retired Colonel. Officer who has taken premature retirement are not eligible.
2. Age - Between 54 to 60 years at the time of joining.
3. Should have commanded a major unit in the Army as Colonel.

 OR

AEC Officers, should have tenanted the appointments of Principal of Sainik Schools / Military Schools. (Criteria for having commanded a major unit is not applicable for them).

1. Should have experience of handling finances and legal issues.
2. Should have no discipline case during entire service.
3. Educational Qualification – Post Graduate. Should be a graduate from Defence Services Staff College.
4. Medical Category – S1H1A1P2E1
5. Should have experience / background of having handled educational institutions.
6. Should be IT Savvy.

5. Interested candidates to apply by 02 Feb 15 to **“The Director, Army Institute of Management, Kolkata, Judges Court Road, Opp. Alipore Telephone Exchange, Alipore, Kolkata-700027”**. **CV** should contain Passport size photograph, Complete Address, Contact Number, Date of Birth, Qualifications (with percentage of marks), experience, etc. along with attested photocopies of all relevant documents. Application to be submitted by post only.