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**. The appointment shall be on term basis for three years contract which will include first one year of probation.

3. **Remuneration** - Rs 75,000/- per month (consolidated). Annual 3% increment.

4. **Qualitative Requirements**.

(a) Should be a retired Army Officer of the rank of Colonel / Colonel (TS) / Brigadier.

(b) Should be between 54 to 60 years of age at the time of joining. Age relaxation upto 62 years may be considered in case of outstanding candidates.

(c) CO / 2IC of major unit or AEC Officer who has been Principal Sainik / Military School.

(d) Should have no discipline case during entire service.

(e) Should preferably be graduate of Defence Services Staff College. Non Psc Officers may also be considered.

(f) Should be SHAPE-1 (Medically). Low Medical Category Officers other than on `S' factor may be considered.

(g) Should have experience of handling finances and legal issues.

(h) Should be IT savvy.

(j) Should preferably have experience / background of having handled educational institutions.

(k) **The Registrar will reside in the fully furnished accommodation provided by the Institute inside the new campus at Rajarhat (HRA not entitled).**

5. Interested candidates may apply to **"The Chairman, HQ Bengal Sub Area (GS) Branch, 246 AJC Bose Road, Alipore Kolkata-700027"**. The CV should contain Passport size photograph, Complete Address, Contact Number, E-mail id, Date of Birth, Qualifications (with percentage of marks), experience, etc along with attested photocopies of all relevant documents. **Last date for submission of application is 25 Nov 2019 (1200 hours)**.

6. Shortlisted candidates will be called for interview. **No TA/DA admissible**.

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