

**APPOINTMENT OF PRINCIPAL AND REGISTRAR & HEAD OF ADMINISTRATION
IN AIE GREATER NOIDA**

Applications for Principal in AIE Greater NOIDA

1. **Qualitative Requirement for Principal.** Qualifications and Experience. As per UGC/NCTE as under :-

(a) Postgraduate degree in Science/Social Science/Arts/ Humanities/Commerce with 55% marks.

(b) M Ed with minimum 55% marks.

(c) Ph D in Education or any Pedagogic subject offered in the institution.

2. **Experience.** Eight (08) years of teaching experience in a Secondary Teacher Education Institution.

3. **Desirable.**

(a) Diploma/Degree in Educational Administration or Educational leadership.

(b) Working knowledge of Computer and Accounts.

(c) Good communication skills in English and Hindi.

4. **Terms and Conditions for Principal.**

(a) **Tenure.** Term based appointment for three years with one year probation.

(b) **Salary.** Negotiable.

(c) **Accommodation.** In campus accommodation.

Note : No TA/DA admissible.

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 **SO to Chairman, HQ Delhi Area, Delhi Cantt- 110010**

(E-mail : soawes.delhiarea@awesindia.edu.in, delhiarea.colleges@gmail.com).

For any query contact :-

(a)	SO to Chairman, HQ Delhi Area	-	7889646091
(b)	Clerk Colleges	-	8700068674
(c)	Head Clerk AIE, Greater NOIDA	-	9650727079
(d)	Website	-	www.aie.ac.in

Note :-

1. Incomplete applications are liable to be rejected.
2. Last date of submission of Application is **30 Jul 2021**.
3. The Institute management reserves all right of selection/rejection.

**APPLICATION FORM FOR APPOINTMENT OF PRINCIPAL
IN AIE 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. **PRESENT / PREVIOUS OCCUATION** :-

- (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 : _____

3. **FAMILY DETAILS.**

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

4. **Qualifications**

- (a) Educational : _____
- (b) Professional : _____
- (c) Working knowledge of Computer: _____

5. **Experience.**

(a) Experience in Civil : _____

(b) Experience in defense, if any : _____

(c) Experience in administration, _____
in schools/College.

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

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

8. Permanent and Residential Address : _____

9. Name and contact details of two references: 1. _____

2. _____

Dated : 2021

(Signature of the Candidate)

Applications for Registrar & Head of Administration for Retd COL/COL(TS)

1. Qualitative Requirement for Registrar & Head of Administrative

(a) Mandatory

- (i) Retd Army Officer Col/Col (TS).
- (ii) Commanding officer/ 2IC of major unit OR AEC officer, Principal, Sainik/Military School.
- (iii) Age between 54-60 years at the time of joining.
- (iv) Should have experience of handling finances and legal issues.
- (v) Should have no disciplinary case during entire service.
- (vi) Med cat SHAPE- 1.

(b) Preferred.

- (i) Experience in handling Educational Institutes.
- (ii) IT Savvy.

2. Terms and Conditions for Registrar & Head of Administration

- (a) Term based appointment for three years with one year probation.
- (b) Consolidated salary of Rs 75,000/- per month.
- (c) Reserved accommodation and staying in campus mandatory.

Note : No TA/DA admissible.

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 **SO to Chairman, HQ Delhi Area, Delhi Cantt- 110010**

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APPLICATION FORM FOR APPOINTMENT OF REGISTRAR AND HEAD OF ADMINISTRATION

IN AIE 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 OCCUATION** :-

- (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 references: 1. _____

2. _____
