


VACANCY FOR NON-TEACHING / ADMINISTRATIVE STAFF

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|  | ARMY INSTITUTE OF EDUCATION PLOT M-1, POCKET P-5, SECTOR CHI 2, GREATER NOIDA, UP 201306 e-mail: aie@awesindia.edu.in Phone : 0120-2343741-42 | |
| | <u>VACANCY NOTICE : NON-TEACHING/ADMINISTRATIVE STAFF</u> | |
| <u>Post</u> | <u>No of Vacancies</u> | <u>Eligibility and Qualifications</u> |
| Office Superintendent | 01 | (a) Age. - Upto 53 Yrs (b) Qualification. - Graduate with 5 Yrs. experience as Head Clerk/Accountant in a reputed org., preferably in School or a Retd Sub Maj/Sub (Clk) (SD). (c) Experience - (i) Computer literate. (ii) Knowledge of Office functioning & Accounts procedure. (d) Ex-servicemen will be given preference. |
| Driver | 02 | (a) Preferably matriculate or 10 years' service For Ex- servicemen). (b) Age – Below 53 Years (c) Valid Driving License of Light Vehicles. |
| Eligible candidates are required to submit their application as per attached format by e-mail to Principal Army Institute of Education by 30 Aug 2022 at registrar.aie@awesindia.edu.in | | |

15.

| Language(s) Known (Please tick) | | | |
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16. Present Salary : Rs _____ (Mention Pay Band/Consolidated & attach Salary proof)

17. Period required for joining, if selected: _____

18. Any other relevant information you wish to give in support of your candidature:

19. Name, Address, Contact No & E-mail ID of two persons (other than relatives) to whom reference can be made:

1. _____

2. _____

20. Certified that the information given by me in this application form is complete and correct to the best of my knowledge & belief and nothing has been concealed there from. I also understand that in case any information is found to be false, my services shall be liable to be terminated without notice.

Date: _____

Place: _____

Signature of Candidate