### VACANCY FOR NON-TEACHING / ADMINISTRATIVE STAFF



## ARMY INSTITUTE OF EDUCATION

PLOT M-1, POCKET P-5, SECTOR CHI 2, GREATER NOIDA, UP 201306 e-mail: <u>aie@awesindia.edu.in</u> Phone : 0120-2343741-42

### VACANCY NOTICE : NON-TEACHING/ADMINISTRATIVE STAFF

<u>Post</u>	No of Vacancies	Eligibility and Qualifications					
		(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).					
Office Superintendent	01	<ul> <li>(c) Experience - (i) Computer literate.</li> <li>(ii) Knowledge of Office functioning &amp; Accounts procedure.</li> </ul>					
		(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							



# ARMY INSTITUTE OF EDUCATION (AIE)

Plot M-1, Pocket P-5, Sec. CHI, Greater NOIDA (Affiliated to GGS Indraprastha University, New Delhi) NAAC ACCREDITED, NCTE, RCI APPROVED & ISO 9001:2015 CERTIFIED INSTITUTE

### APPLICATION FORM FOR NON-TEACHING POST

- Note: 1. Fill in all information in block letter only.
  - 2. Attach separate sheet in case of insufficient space in any column.
  - 3. Attach copies of all the mark-sheets/ Degree(s)/ Certificates.
  - 4. There is no application fee prescribed.
  - 5. Separate application form will be filled by the candidates for each post.



Space for
self attested
Photograph

1.	Post applied for:							 		_
2.	Candidate's Name in full	:								
3.	Address for Correspondence	:						$\top$		
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4.	Permanent Residential Address	:								
						[				
5.	(a) Telephone No. (With STD Code)	:								
	(b) Mobile No	:								
	(c) Fax No (With STD code)	:								
6.	Email address	:								
7.	Date of Birth	:								
8.	Father's/ Husband's Name	:								
9.	Marital Status	:								
10.	Nationality	:								
11.	Category (Gen/ OBS, SC/ ST/ PwD*)	:		R	eligio	n		 		

:

### 12. Designation & Complete Postal Address of Current Employer

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#### 13. Educational Qualifications: (Attach duly attested copies)

Examination	Division Grade	%age of marks	University/ Board	Year of Passing/ Award	Subjects
10 <sup>th</sup> Class or equivalent					
10+2 or equivalent					
Graduation Specify name of Degree					
Post-Graduation Specify name of Degree					
Any other					

14. Experience (Please start with latest & attach duly attested copies):

Post held/	Name of the	Period of	f Experien	се	Pay	Last basic	Nature	Reasons
Designation	Institution/				band/	pay (Rs.)	of Work	for leaving
& Nature of	Department/			(Year &	Pay			
Appointment	Organization			Month)	scale &			
					GP			

Language(s) Known (Please tick)		

16. Present Salary : Rs\_\_\_\_\_(Mention Pay Band/Consolidated & attach Salary proof)

17. Period required for joining, if selected: \_\_\_\_\_

18. Any other relevant information you with 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