


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: 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.
UDC (Accounts)	01	(a) Age : Below 53 Yrs (b) Graduate or fifteen years of service as a clerk (for Ex-Servicemen). Computer literate). (c) Typing with a minimum speed of 50 WPM. (d) 5 Years' experience as a clerk or an accounts clerk and typist in a reputed organization: preferably a school or college.
Driver	01	(a) Preferably matriculate or 10 years' service (For Ex-servicemen). (b) Age – Below 53 Years (c) Valid Driving Licence of Light Vehicles.
Peon	01	(a) Preferably matriculate. (b) Age – Below 53 Years.
Eligible candidates are required to submit their application as per attached format by e-mail to Principal Army Institute of Education by 12 Jun 2022 at aie@awesindia.edu.in		

12. Designation & Complete Postal Address of Current Employer :

PIN

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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 th 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/ Designation & Nature of Appointment	Name of the Institution/ Department/ Organization	Period of Experience			Pay band/ Pay scale & GP	Last basic pay (Rs.)	Nature of Work	Reasons for leaving
		From	To	Total (Year & Month)				

15.

Language(s) Known (Please tick)	Read	Write	Speak

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

General Instructions and Guidelines

1. No column of application should be left blank. Strike out those columns, which are not applicable.
2. Those in private employment may submit application directly. Application received late shall not be entertained and delay in transit shall be the responsibility of applicant.
3. The educational qualification, age, experience and other conditions of eligibility as stipulated above against the post shall be determined as on the closing date of receipt of applications.
4. Fulfilment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
5. Application Form must also be accompanied by attested copies of all Educational and Professional Qualifications, Experience Certificates. An application, without the said documents is likely to be rejected during the course of screening.
6. In case of large number of applicants, AIE reserves the right to short-list applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated. No claim for refund of cost of application or processing fee shall be entertained.
7. Army Institute of Education (AIE) reserves the right to fill or not to fill post advertised, no correspondence, whatsoever, will be entertained from the candidates regarding postal delays, conduct, result and reason for not being shortlisted.
8. The number of posts may vary at the discretion of AIE. Applicants not found suitable for the position applied, may be considered for the next lower position/post/Grade Pay, if available and AIE reserves the right not to fill some or all the posts advertised, if the circumstances so warrant.
9. AIE reserves the right to withdraw advertised posts at any time without assigning any reason. Any consequential vacancies arising at the time of Interview may also be filled up from the available candidates.
10. Full name may be mentioned in application form. If there was change of name at any stage of time, original name may also be mentioned.
11. Employment of AIE shall be governed by the rules and regulations, service conditions, as may be notified by AIE from time to time.
12. The employment in Army Institute of Education (AIE) is contractual.
13. No applicant having more than one living wife/husband is eligible for appointment.
14. Incomplete/unsigned application /application without photograph/ application not in prescribed and those received in AIE after closing date will be rejected Without assigning any reason.
15. No documents will be accepted or considered by AIE after submission of application form by the candidate and no subsequent request for its change will be considered or granted.
16. Candidature of applicant shall be subjected to verification of testimonials at a subsequent stage.
17. No TA/DA shall be payable to applicant for any journey performed for attending the test/ interview.
18. Canvassing in any form shall be treated as disqualification.
19. No enquiry personal or in writing for recruitment shall be entertained.
20. Any dispute, if any, with regard to this recruitment will be subject to the Courts /Tribunals having jurisdiction over Delhi.
21. The application, on the prescribed format, duly filled in, complete in all respects, should be submitted in AIE or sent by E-mail: aie@awesindia.edu.in & registrar.aie@awesindia.edu.in and Speed-post, so as to reach to **Principal/Registrar, Army Institute of Education (AIE), Plot No M-I, Pocket P-5, Sector CHI – 2, Greater NOIDA (U.P) 201306**. The Institute will not be responsible for any postal-delay-or-loss.
22. The envelope / Email containing application should be super scribed as "**Application for the post of.....**"