



ARMY INSTITUTE OF EDUCATION
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VACANCY NOTICE: ADM/NON TEACHING STAFF

Post & Vacancy	Salary	Eligibility/ Qualification /Experience
<u>Non-Teaching Staff/Adm Staff</u> Office Superintendent - 01 (Contractual)	Rs 22,000/- Consolidated	(a) For an ESM, the applicant should be of JCO Clerk category below 55 years of age at the entry level. In case of a civilian the applicant should be below 45 years of age and a graduate with seven years of experience. (b) The applicant should be medically fit for the job description. (c) Minimum 15 years of experience in office management as head clerk with high proficiency in staff duties, drafting and IT. Out of 15 years' experience, it is desirable if an applicant has had at least five years' experience in handling of accounts. (d) Has adequate and functional knowledge of computers and should be able to work effectively in MS Office, Word, Excel, PowerPoint, etc. (e) Should not have any disciplinary history while in service or otherwise.
Estate Supervisor - 01 (Contractual)	Rs 22,000/- Consolidated	Graduate. Preferably Retd JCO (SKT) from Army/equivalent from Navy/Air Force having experience in handling of Fixed Assets property, Annual Stock Taking Boards, Transport Management & Security Duties & preferably Computer literate. Age – below 55 years for JCO. In case of Civilian the applicant should be below 45 years of age and a graduate with seven years of experience.

Eligible candidates are required to apply as per format to **Principal Army Institute of Education**. Download the application form from : www.aie.ac.in Submit filled application form along with resume and education qualification certificates on or before **09 Jun 2025**.