

Job Vacancy No :
(Office Use only)

Army Welfare Placement Organisation
Ceremonial and Welfare Directorate
Directorate of Indian Army Veterans (DIAV)
Adjutant General's Branch
Integrated HQ MOD (Army)
Building No 67, Maude Lines,
Cavalry Road, Delhi Cantt-110010
Tele : (011) 25671552/25675385 (PN Delhi-25683109/25687472)
Email : apajobs01@yahoo.co.in & pn.delhi@yahoo.in

Job Vacancy Card
(If handwritten, please complete using block capitals)

Job Title	: Registrar & Head of Administration for AIHM & CT, Bangalore
Employing Company	: AIHM & CT / Army Welfare Education Society
Employer's Business	: Army Professional College
Job Specification	<p><u>Duties of Registrar & Head of Administration include:</u></p> <p>(a) Effective implementation of college/institute routine and to maintain high standard of discipline and efficiency among staff and students.</p> <p>(b) Responsible for administration and management of College hostels and supervise the functioning of the Hostel Warden.</p> <p>(c) Administrative arrangements for educational and recreational trips of students and staff.</p> <p>(d) Prompt processing and payment of the bills as per laid down procedures/sop.</p> <p>(e) Maintain college/institute accounts and advise the Director/Principal (Head of Institution) on proper investment of college/institute funds in accordance with the decisions taken by the Management Committee and SOP approved by HQ Command.</p> <p>(f) Take care of security arrangements of the College/Institute and Campus during day and night, including fire prevention & fire fighting arrangements.</p> <p>(g) Preparatory work and support connected with new admissions</p> <p>(h) Carry out other administrative duties assigned to him specified by the Director/Principal (Head of Institution) or higher authorities.</p> <p>(j) Any other non-academic duty assigned to him by the Director/Principal or the Management.</p>

Mandatory

- (i) Retd Army Officer of the Rank of Col/Col (TS).
- (ii) Age Between 54-60 years as on 15 July 2023.
- (iii) Commanding Officer/2IC of Maj unit
Or
AEC Offr, Principal Sainik/Military School.

- (iv) Should have experience of handing finances and legal issues.
- (v) Should have no discipline case during entire service.

Qualification and / or Experience required

Preferred

- (i) Medical Cat SHAPE-I.
- (ii) Should be IT Savvy.

Terms and Conditions

- (i) The appointment will be on term basis.
- (ii) Three years tenure with first year probation with clause for termination of service with 60 days notice or 60 days pay.

Location of Job	: Army Institute of Hotel Management & Catering Technology Nagareshwara Nagenahalli ,Kothanur Post, Bangalore -77		
Office Schedule	: Six days week		
Salary	: Rs 75,000/- per month (consolidated).		
Other Benefits	: 30 days EL, 10 days CL, 10 days Med Lve and 02 RH as per Service rules as amended from time to time.		
Bio Data/application required by	: 15 July 2023	Maximum Age	: 60 Years as on 15 July 2023
Contact Person Name	: Col PN Balasubramanian(Retd)	Tele	: 044 -29572725 Mil No – 2186 (Dakshin Bharat Area)
Company's Full Postal Address	: Army Institute of Hotel Management & Catering Technology Nagareshwara Nagenahalli ,Kothanur Post, Bangalore -560077	Fax	: 8904343206 / 8123543207

**Method / type of
Application required**

BIO-DATA with Qualification and Experience to be submitted by post to **Additional Director**, AWES Cell, HQ Dakshin Bharat Area, Island Grounds, Chennai – 600 009 or mail to soawes.dbarea@awesindia.edu.in by **15 July 2023**. Short listed candidates will be intimated date of interview (**Tentatively in 4th week of July 2023**) separately and no TA/DA will be given for the same. Mgt reserves right to cancel one or all candidature without assigning reason(s).



21-06-2023

पी सेन थामिज़ान
P SEN THAMIZHAN
प्रधान अध्यापक / Principal
AIHM & CT, Bangalore-560 077