



ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY (AIMT)

Plot No M-1, Pocket P-5 Greater Noida (U.P)

REQUIRED ADMINISTRATIVE/NON TEACHING STAFF

**APPLICATIONS WITH BIO-DATA INVITED FOR THE POST OF ADMINISTRATIVE/
NON TEACHING STAFF FOR INSTITUTE(Last Date for submission of application : 20 Jun 2020)**

Army Institute of Management & Technology (AIMT) requires following administrative staff:-

Post	Qualification and Experience	Remarks
Office Superintendent (JCO Clk in case of Army)	(i) Medically fit preferably Cat Shape-1 (ii) Age below 53 yrs (iii) Min15 yrs experience in Office Management, as Head Clerk with high proficiency in staff duties Out of 15 years experience at least one year experience in handling of accounts. (iv) Computer Savvy- MS Office. Etc (v) Should not have any discipline case during the entire service.	(a) The staff will be on consolidated salary on three years contract including one year probation. (b) Eligible candidates should forward their CV on e-mail vacancy@aimt.ac.in (c) Clarifications can be sought from the Registrar on tele No 01202343503 or 8527157533. (d) Shortlisted candidates will be notified regarding date time & venue of interview. (e) Defence personnel preferred
PA to Director	Graduate should have excellent communication skill and have basic computer knowledge. Min 10 yrs experience. Age below 53 yrs	Same As Above
Electrician	Trade diploma from ITI or equivalent must be Able to install/repair and maintain all electrical equipments including Power Panels. Min 3 yrs experience as Electrician / in reputed firm. Preferably matriculate (Semi Skilled tradesman) Age – Max 53 yrs	Same As Above
MTS	Min 3 yrs experience as messenger Age- Max 53 yrs	Same As Above