

**EMPLOYMENT NOTIFICATION FOR THE POST OF
REGISTRAR AND HEAD OF ADMINISTRATION**

[Reference Employment Notification published in 'The Telegraph' Kolkata Edition only, 'The Statesman', 'Anand Bazar Patrika', 'Times of India' and The New Indian Express (all Editions) on 16 Apr 2024]

1. Army Institute of Management, Kolkata (AIMK) invites application for the post of **Registrar & Head of Administration**.
2. **Terms of Employment**. The appointment shall be on a term basis for three years contract which will include first one year of probation.
3. **Remuneration** - Rs 75,000/- per month (consolidated) with 3% annual increment.
4. **Qualitative Requirements**.
 - (a) **Mandatory**
 - (i) Should be a retired Army Officer of the rank of Colonel/Colonel (TS).
 - (ii) Should be between 54 to 60 years of age at the time of joining.
 - (iii) CO/2IC of major unit or AEC Officer who has been Principal Sainik/ Military School.
 - (iv) Should have no discipline case during entire service.
 - (v) Should be SHAPE-1(Medically)
 - (b) **Preferred**
 - (i) Should preferably be graduate of Defence Service Staff College. Non Psc Officers may also be considered.
 - (ii) Should have experience of handling finances and legal issues.
 - (iii) Should be IT savvy.
 - (iv) Should preferably have experience/ background of having handled educational institutions.
 - (c) Age relaxation may be considered in case of outstanding candidates.
 - (d) The Registrar will reside in the fully furnished accommodation provided by the Institute inside the new campus at Rajarhat (HRA not entitled).
5. Interested candidates may apply to “**The Director, Army Institute of Management, Kolkata, Plot No III-B/11, Action Area III, Major Arterial Road, New Town, Rajarhat, Kolkata - 700160**”, or may be sent through e-mail: **director_aimk@aim.ac.in**. The CV should contain passport size photograph, Complete Address, Contract Number, Email ID, Date of Birth, Qualification (with percentage of marks), experience, etc, along with attested photocopies of all relevant documents, Last date for submission of application is **15 May 2024 (1200 hours)**.

For any query : Please contact - 033-6603-2020 / 7439962310.

The Director, Army Institute of Management (Kolkata).