

Army Institute of Technology
Alandi Road, Dighi Hills, Pune - 411 015
(Tele 7249250184, 7249250185, Website: www.aitpune.com)

1. Applications are invited from eligible candidates for the post mentioned below, on contractual basis and on consolidated salary :

Post	Vacancy	Qualification / Experience
Personal Assistant (PA) (ie PA to Director)	01	<u>Qualification :</u> (a) Bachelor's Degree in any discipline with Higher Second Class. (b) English and Hindi Typing speed with minimum 30 words/ minute. (c) Good working knowledge of computer applications including MS Words, Excel, PowerPoint. (d) Good knowledge of English and local language. (Speaking, Reading and Writing). (e) Knowledge in shorthand (English/ Hindi) will be preferred. <u>Experience :</u> Candidates with experience in Educational Administration and similar duties will be given extra weightage.

2. Applications, by post, should reach Registrar, AIT, Dighi Hills, Pune - 411015 within 10 days from publication of this Advertisement.
3. The post is purely on a contractual basis with a consolidated salary.
4. No TA/DA will be admissible for attending the interview.
5. Candidates must attach all relevant supporting documents.
6. Applications to be submitted in the prescribed word format available on AIT Website www.aitpune.com

Director, AIT