



**ARMY INSTITUTE OF TECHNOLOGY,**  
**DIGHI HILLS, PUNE- 411015**

(Approved by AICTE and Affiliated to SPPU, Pune)



Applications are invited from eligible candidates for the Post of Junior Clerk in Training and Placement Dept.

**Qualification** – Any Graduate with throughout First Class and preferably MS CIT certificate or equivalent.

**Skills** - Excellent proficiencies in Computer typing including Excel, MS Word and Power point. Good written and verbal English Communication.

**Job Profile** - Handling e-mail correspondence, Data Entry, Documentation Management, Coordination for Campus recruitment/ other activities of the Dept, Inter departmental coordination.

- Applications, by post, should reach **Registrar, AIT, Dighi Hills, Pune-15**, within 15 days from publication of this Advertisement.
- Post will be on contractual basis & on consolidated salary only.
- Candidates should attach relevant documents/ certificates of qualifications.

**Date : 31 Aug 2021**

