

ARMY LAW COLLEGE, KANHE (PUNE)

Old Pune-Mumbai Highway (NH-4),
Saibaba Sewadham, Kanhe, Pune - 412 106

REQUIRED

REGISTRAR & HEAD OF THE ADMINISTRATION FOR ARMY LAW COLLEGE, KANHE (PUNE)

1. Applications are invited from Retd Col/Col(TS) for the post of Registrar and Head of Administration for Army Law College, Kanhe (Pune).
2. For Qualitative requirements (Mandatory and Preferred) and other information, visit the website www.alcpune.com.
3. Applications/CV to be sent by Post or Email by **15 Feb 2025** to -

**Director,
AWES Cell,
HQ Southern Comd
PIN-908541
c/o 56 APO**

Email ID: dirawes.sc@awesindia.edu.in

**Tele Numbers - 020-26363217
02114-297339**

Note:- Reserved accommodation in campus for Registrar and Head of Administration. If accommodation not available will be given HRA.

**Director AWES Cell
HQ Southern Command**

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

Army Welfare Placement Org, Pune
pn.pune@yahoo.

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

Job Title	: Registrar & Head of Administration for Army Law College, Kanhe (Pune)
Employing Company	: Army Welfare Education Society
Employer's Business	: Army Professional College

Duties of Registrar & Head of Administration include:

Job Specification

- (a) Effective implementation of college/institute routine and to maintain high standard of discipline and efficiency among staff and students.
- (b) Responsible for administration and management of College hostels and supervise the functioning of the Hostel Warden.
- (c) Administrative arrangements for educational and recreational trips of students and staff.
- (d) Prompt processing and payment of the bills as per laid down procedures/sop.
- (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.
- (f) Take care of security arrangements of the College/Institute and Campus during day and night, including fire prevention & fire fighting arrangements.
- (g) Preparatory work and support connected with new admissions
- (h) Carry out other administrative duties assigned to him specified by the Director/Principal (Head of Institution) or higher authorities.
- (j) Any other non-academic duty assigned to him by the Director/Principal or the Management.

Qualitative Requirement

Mandatory

- (i) Retd Army Officer of the Rank of Col/Col (TS).
(ii) Age Between 54-60 years at time of joining
(iii) Commanding Officer/2IC of Maj unit
Or
AEC Offr, Principal Sainik/Military School.
- (iv) Should have experience of handling finances and legal issues.
(v) Should have no discipline case during entire service.

Preferred

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

Notes :-

- (a) Waiver will be given by Chairman Executive Committee AWES, if an individual does not meet preferred QRs.
- (b) Appointment shall be for tenure of three years with first year probation.

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.
- (iii) Reserved accommodation in campus for Registrar and Head of Administration. If accommodation not available will be given HRA.

Location of Job : Army Law College, Kanhe, Old Pune- Mumbai Highway (NH-4), Saibaba Sewadham, Kanhe, Pune- 412106

Office Schedule : Six days week

Salary Rs 1,00,000/- per month (consolidated).

Additional Job Info : Term based appt for three yrs with first yr probation.

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. Reserved accommodation in campus for Registrar and Head of Administration. If accommodation not available will be given HRA.

Bio Data/application required by : **15 Feb 2025** **Maximum Age** : **60 Years at the time of joining**

Contact Person Name : Director AWES **Tele** : 020-26363217(Civ)
Mil No – 2478 {(HQ Southern Comd (AWES))}

Company's Full Postal Address : **Army Law College, Kanhe (Pune) Old Pune- Mumbai Highway (NH-4), Saibaba Sewadham, Kanhe, Pune-412106**

Method / type of Application required : BIO-DATA/CV alongwith a latest passport size photographs, supported by self attested photocopy of Offr's Service Particulars Book issued by AG's Branch, IHQ of MoD(Army) to reach **Dir AWES Cell, HQ Southern Command (AWES), c/o 56 APO (civ PIN- 411001)** by post or mail to dirawes.sc@awesindia.edu.in by **15 Feb 2025**. Short listed candidates will be intimated date of interview separately (**Tentatively in 2nd & 3rd week of Mar 2025**). **No TA/DA** will be given for the same. Mgt reserves right to cancel one or all candidature without assigning reason(s).

APPLICATION FORM FOR APPOINTMENT OF REGISTRAR AND HEAD OF ADMINISTRATION OF ARMY LAW COLLEGE, PUNE (KANHE)

1. **PERSONAL DATA** :-

- (a) Name in Full (Block Capital Letters) : _____
- (b) Father's / Husband's Name : _____
- (c) Age with Date of Birth : _____
- (d) Nationality : _____
- (e) State : _____
- (g) Contact Details :-
- (i) Mobile No / Land Line No: _____
- (ii) Email ID : _____

2. **CATEGORY** :-

- (a) Retired Male/Female Service : _____
officer of the Rank of Col/Col (TS)

3. **PRESENT / PREVIOUS OCCUPATION** :-

- (a) Designation of Post : _____
- (b) Name and address of : _____
Institution / Organization
- (c) Designation of Superior : _____
In charge
- (d) Contact No of Superior (for : _____
verification if need be) :
- (e) Salary drawn : _____

4. **FAMILY DETAILS.**

- (a) Marital Status : _____(Single/Married/Widow/Widower)
- (b) If married : Name & Occupation of spouse

5. **Qualifications**

(a) Civil Qualification : _____

(b) Civil Professional / Technical: _____

(c) Graduate /Post Graduate : _____
with name of University(d) Working knowledge of : _____
Computer6. **Experience.**

(a) Experience in defence : _____

(b) Experience in Civil, if any : _____

(c) Experience in administration, _____
preferably in Schools/Colleges.7. Knowledge of Govt Rule / Regulations : _____
Procurement Procedure and legal aspects including
labour law

8. Medical Fitness (SHAPE-I) : _____

9. Copies of Civil education Certificate & : _____
Experience Certificate including CVs.

10. Permanent and Residential Address : _____

11. Name and contact details of two ref : 1. _____

2. _____

Dated :

(Signature of the Candidate)