

**REQUIRED – REGISTRAR AND HEAD OF ADMINISTRATION FOR
ARMY COLLEGE OF MEDICAL SCIENCES DELHI CANTT**

APPLICATIONS WITH BIODATA ARE INVITED FROM RETD COL/COL (TS)

1. **Qualitative Requirements.**

(a) **Mandatory.**

- (i) Retired Army Officers of the Rank of Col/Col (TS).
- (ii) Age between 54-59 years at the time of joining.
- (iii) Commanding officer/ Second-in-Command of a major unit.

OR

AEC officer, Principal, Sainik /Military School.

- (iv) Should not have any disciplinary history while in service.
- (v) Medical category upto SHAPE – II (Less S factor).

(b) **Preferred.**

- (i) Experience in handling finances and legal issues.
- (ii) Should have functional computer literacy.
- (iii) Experience in handling Educational Institutes & Defence works.

2. **Terms and Conditions for Registrar & Head of Administration.**

- (a) Term based appointment for three years with initial one year on probation.
- (b) Consolidated salary of Rs 1,05,000/- per month.
- (c) PMR cases not eligible.
- (d) Accommodation within campus is **NOT** available.

3. **Imp Notes.** No TA/DA will be admissible for the interview.

4. **Selection Process.** Through Panel Interview (Only shortlisted candidates by the Management will be called for interview), Interested candidates may apply through online application enclosing bio-data along with passport size photograph, Copies of Experience certificate testimonials, email ID, contact Numbers and any other relevant details in the office of **Additional Director, AWES Cell, HQ Delhi Area, Delhi Cantt - 110010 (E-mail : soawes.delhiarea@awesindia.edu.in)**. Last Record of Service may also please be attached.

For any query contact :-

- | | | | |
|-----|--------------------------------|---|--|
| (a) | Additional Director AWES Cell | - | 9818763813. |
| (b) | Office Supdt ACMS, Delhi Cantt | - | 8558944581. |
| (c) | Website | - | www.theacms.in |

Note :-

1. Incomplete applications are liable to be rejected.
2. Last date of submission of Application is 26 Mar **2025**.
3. The College management reserves all right of selection/rejection.

**APPLICATION FORM FOR APPOINTMENT OF REGISTRAR AND
HEAD OF ADMINISTRATION IN ACMS DELHI CANTT**

Passport
size
photograph

Application for the post _____

1. **Personal Details:-**

- (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. **Data Validation (Please Specify): -**

- (a) Retired in the rank of Col/Col (TS) : _____
(Write Rank)
- (b) Commanded Maj Unit / : _____ (Unit /School)
2IC of the Maj Unit or Principal of
Sainik /Military School (AEC Officer only)
- (c) Medical Category at the time of : _____
Retirement
- (d) If Category, drawing Disability : _____
Pension/Not drawing Disability Pension
- (e) Are you Battle Casualty? : _____
- (f) Any disciplinary cases against you in : _____
entire service?
- (g) Have your taken pre-mature : _____
retirement?

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

- (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/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 Computer : _____

6. **Experience.**

- (a) Experience in defense : _____
- (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. Copies of Civil education Certificate & Experience Certificate including CVs. : _____

9. Permanent and Residential Address : _____

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

2. _____

Dated : 2025

(Signature of the Candidate)