

Army Institute of Technology
Alandi Road, Dighi Hills, Pune - 411 015
(Tele 7249250184, 7249250185)

Walk in Interview

Walk in Interview for the post of **PA to Director** is scheduled on **25 Apr 2024, between 10.00 AM to 04.00 PM** at Army Institute of Technology, Alandi Road Dighi-Hills Pune-411015.

Post	Total Vacancy	Qualification / Experience
Personal Assistant (PA) (ie PA to Director)	01 (Female candidate will be given preference)	Qualification : (a) Bachelor's Degree in any discipline with minimum 50% marks. (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 Experience : (a) Experience in educational administration in similar duties will get extra marks.

- Post will be on contractual basis with consolidated salary.
- Those who had applied earlier for this post, should apply again.
- Candidate should bring application in the prescribed format along with relevant documents. (format attached).
- Candidates should also send online applications at career@aitpune.edu.in till **24 Apr 2024 by 1600 hours** in the prescribed format.
- No TA/ DA will be given for attending interview.

Date: 18 Apr 2024

Director, AIT