

ARMY COLLEGE OF DENTAL SCIENCES (ACDS)

Chennapur – CRPF Road, Jawahar Nagar Post,
Secunderabad - 500087

POST OF REGISTRAR & HEAD OF ADMINISTRATION

Applications with Bio-Data are invited from Retired Colonel/Colonel (TS) with Med Cat SHAPE-1 for the post of Registrar & Head of Administration for ACDS

For **Qualitative Requirements** and other information (Mandatory and Preferred), visit College Website : www.acds.co.in

Application / CV to be sent by Post or Email by **21 Nov 2020** to

**Additional Director, AWES Cell, HQ Dakshin Bharat Area,
Island Grounds, Chennai – 600009**

Tele : 044 – 25381725, Email : awes.antitank@gmail.com

Note: 1 Consolidated pay of Rs 75,000/- per month with annual increment of 3% after successful completion of every year of service

2 It is mandatory to reside at College Campus in accommodation allotted

(To be Uploaded in College Website www.acds.co.in)

**QR FOR APPOINTMENT OF REGISTRAR AND HEAD OF ADMINISTRATION FOR ARMY
COLLEGE OF DENTAL SCIENCES, SECUNDERABAD - 500087**

1. Qualification Requirement (QRs), Duties and function of Registrar and Head of Administration are as under:-

Qualitative Requirement

(a) **Mandatory.**

- (i) Retired Army Officer Col/Col(TS)
- (ii) Age between 54-60 years at the time of joining.
- (iii) Commanding Officer/2IC of major unit.

Or

AEC officer, served as Principal Sainik / Military School.

- (iv) Should have experience of handling finances and legal issues.
- (v) Should have no discipline case during entire service.
- (vi) Medical Cat SHAPE – 1 only

(b) **Preferred.**

- (a) Should be IT Savvy.

Notes :-

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

(c) **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) It is mandatory to reside at College Campus in accommodation allotted.
- (iv) Salary Rs. 75,000/- per month.

Note: Applications / CV to be sent by Post or Email by 15 Nov 2020 to

**Additional Director
AWES Cell
HQ Dakshin Bharat Area
Island Grounds
Chennai – 600009.**

Tele : 044—25381725

Email : awes.antitank@gmail.com

Duties and Function of Registrar and Head of Administration.

2. The training and administration of colleges/ institute are interdependent. The Registrar and Head of Administration will therefore maintain a close liaison with Director/ Principal (head of the Institution) and will function under him. He will be responsible for all logistic duties of the college/institute and shall assist the Director/ Principal in achieving the aims and objectives set for college/institute. He will be assisted in performance of his duties by the following:-

- (a) Office Head Clerk.
- (b) LDC dealing with estate matters.
- (c) College Accountant.
- (d) Estate Supervisor.
- (e) Hostel Warden.
- (f) Other Adm Staff.

3. **Duties**. Duties of Registrar and Head of Administration are as under:-

- (a) Will ensure effective implementation of college/institute routine and to maintain high standard of discipline and efficiency among staff and students.
- (b) Will ensure timely initiation of ACRs/Probation reports of all employees.
- (c) Will be responsible for administration and management of College hostels and supervise the functioning of Hostel warden.
- (d) Will guide his subordinate, supervise their daily work, ensure maintenance of office set up and related infrastructure.
- (e) Will ensure proper maintenance of personal documents of all employees.
- (f) Will arrange remittance in accordance with the rules to Provident Fund Commissioner, IT authorities, Telephone authorities, as applicable.
- (g) Will ensure preparatory work and support connected with new admission.
- (h) Will handle general correspondence of the College/Institute office.
- (j) Will arrange Annual Stock Taking-cum-Condensation/ destruction of obsolete documents Boards in respect of all stores/documents and related follow up action.
- (k) Will ensure correct maintenance of leave records of both academic and administrative staff and check daily attendance register of staff.
- (l) Will ensure proper maintenance of files, documents, ledgers, vouchers and other documents pertaining to logistic matters.
- (m) Will make administrative arrangements for educational and recreational trips of students and staff.
- (n) Will ensure prompt processing and payment of bills as per laid down procedures/ SOPs.
- (o) Will maintain college/ institute accounts and advise Director/Principal (Head of Institution) on proper investment of College/ Institute funds in accordance with the decisions taken by the IMC and SOP approved by HQ Command.
- (p) Will take care of security arrangements of the College/ Institute and campus during day and night, including "fire prevention & fire fighting arrangements".

- (q) Will ensure that satisfactory arrangements are made for supply of drinking water for the students, college/institute building its fixtures, furnitures, office equipment, lavatories, play grounds, College/ Institute garden etc are properly and carefully maintained.
- (r) Will correspond with Railway/State Transport Authorities with regard to concession vouchers for students on classified vacation/ educational excursion.
- (s) Will arrange for proper provisioning, procurement and accounting of college/institute's stores and equipment.
- (t) Will ensure general upkeep, repairs/ maintenance of accommodation furniture, equipment and maintenance of vehicle.
- (u) Will ensure proper hygiene and sanitation an conservancy arrangements in the college/institute campus.
- (v) Will liaise with units and other local institutions for effective and efficient functioning.
- (w) Will organise yearly medical and dental check up of students by appropriate hospital, liaison with SHO for organising anti-mosquito sprays.
- (x) Will control/maintain college/institute transport and co-ordinate with transporter on matters connected with hired transport for college.
- (y) Will supervise proper functioning of college/institute security guard and proper maintenance of registers at the main gate.
- (z) Will carry out other administrative duties assigned to him specified by the Director/Principal (Head of Institution) or higher authorities.
- (aa) Duties as regards the finances will be governed by Article 44 of the Financial Management Vol-II of the professional colleges.
- (ab) Any other non academic duty assigned to him by the Director or the management.

