



ARMY INSTITUTE OF MANAGEMENT, KOLKATA
Judges Court Road, Opp Alipore Telephone Exch, Alipore, Kolkata-27

Tele : 033 2439 8335/37/38 Website : aim_kol@rediffmail.com



EMPLOYMENT NOTIFICATION

Army Institute of Management, Kolkata (AIMK), established in July 1997 by the Army Welfare Education Society (**AWES**), New Delhi, is a ranked B-School in the country (Approved by the **AICTE** and affiliated to **MAKAUT**).

AIMK invites applications for the following posts (**01 vacancy each**) on contractual basis :-

- PA to Director
- LDC
- Girls Warden

For Eligibility and other details please visit Institute website **www.aim.ac.in**. **Last date for submission of application is 25 Jul 2020**.

Director, Army Institute of Management Kolkata

ARMY INSTITUTE OF MANAGEMENT, KOLKATA

EMPLOYMENT NOTIFICATION : PA to DIRECTOR

(Ref Employment Notification dated 12 July 2020 in 'Telegraph, Kolkata' & 'Times of India, Kolkata')

1. **Army Institute of Management, Kolkata (AIMK)**, established in July 1997 by the Army Welfare Education Society (**AWES**), New Delhi, is a ranked B-School in the country (Approved by the **AICTE** and affiliated to **MAKAUT**). **AIMK** would be shifting to its new campus in New Town, Rajarhat shortly.

2. **AIMK** invites applications for the post of **PA to Director**.

3. **Eligibility :**

(a) Age	:	Below 53 years as on 01 Aug 2020.
(b) Academic Qualification	:	Graduate or equivalent.
(c) Eligibility	:	<ul style="list-style-type: none">At least 05 years experience as Personal Assistant or similar position is a prerequisite for the job.Conversant in MS Office.Ex-Serviceman PA would be preferred.
(d) Communication Skills	:	Ability to read, write and speak in English & Hindi.
(e) Job Description	:	Handling Director's Secretariat and associated office work / faculty correspondence.
(f) Discipline	:	No criminal history or 'red ink entry' in service career.
(g) Character	:	Should be of excellent character.
(h) Medical	:	In good medical health. {For ex-servicemen Army Medical Category SHAPE-1) unless Battle Casualty (BC)}. Civil candidate with disabilities not affecting performance in job / work would be encouraged.
(j) Preference	:	Preference would be given to widows / <i>Veer Naaris</i> or their dependants.
(k) Candidates	:	Candidates with higher qualification than above would be given due benefit. Candidates should be prepared to undergo a test as a part of selection process.

4. **Terms of Employment.** The appointment shall be on term basis for contract period of three years which will include first one year on probation.

5. **Remuneration :** ₹ 13,225/- per month (consolidated) plus performance incentive upto ₹ 3975/- per month based on continued good performance. Annual increment 3% of consolidated pay.

6. Interested candidates may apply online or submit an application to the following address :-

The Director
Army Institute of Management, Kolkata
Judges Court Road (Opp Alipore Telephone Exchange)
Alipore, Kolkata-700027".

E-mail : aim_kol@rediffmail.com

7. **The attached form to be submitted by candidates in addition to CV.**
8. The **CV** should contain passport size photograph, complete address, contact number, E-mail ID, date of birth, qualifications (with percentage marks), experience, etc along with self attested photocopies of all relevant documents. **Last date for submission of application is 25 Jul 2020.**
9. Shortlisted candidates will be called for test & interview. No TA/DA is admissible.

APPLICATION FOR THE POST OF PA TO DIRECTOR
IN ARMY INSTITUTE OF MANAGEMENT, KOLKATA

(Ref Employment Notification dated 12 July 2020 in 'Telegraph, Kolkata' & 'Times of India, Kolkata')

Passport
Size Colour
Photo

1.	Name (In Block Capital)	:	
2.	Mobile No	:	
	E- mail	:	
	Permanent Address	:	
	Correspondence Address	:	
3.	Date of Birth & (Age as on 01 Aug 2020 in completed Years & Months)	:	
4.	Academic Qualification	:	
5.	Work Experience with details of present / past employment	:	
6.	Communication Skill		
	(a) English	:	Read <input type="checkbox"/> Write <input type="checkbox"/> Speak <input type="checkbox"/>
	(b) Hindi	:	Read <input type="checkbox"/> Write <input type="checkbox"/> Speak <input type="checkbox"/>
	(c) Bengali	:	Read <input type="checkbox"/> Write <input type="checkbox"/> Speak <input type="checkbox"/>
7.	IT Skill	:	
8.	Typing Skill (words per minute)	:	
9.	Criminal Record, if any	:	
10.	Red Ink Entry, if any (For Ex-Servicemen)	:	
11.	Whether Widow / <i>Veer Naari</i> / Dependant	:	
12.	Medical Condition	:	
13.	Character	:	(Character certificate from a gazette officer to be attached.)
14.	Any other Relevant Information	:	

Date :

(Signature of the Candidate)

Note : All original documents / proof to be produced at the time of test / interview.

ARMY INSTITUTE OF MANAGEMENT, KOLKATA

EMPLOYMENT NOTIFICATION : LDC

(Ref Employment Notification dated 12 July 2020 in 'Telegraph, Kolkata' & 'Times of India, Kolkata')

1. **Army Institute of Management, Kolkata (AIMK)**, established in July 1997 by the Army Welfare Education Society (AWES), New Delhi, is a ranked B-School in the country (Approved by the AICTE and affiliated to MAKAUT). AIMK would be shifting to its new campus in New Town, Rajarhat shortly.

2. **AIMK invites applications for the post of LDC.**

3. **Eligibility :**

(a) Age	:	Below 53 years as on 01 Aug 2020.
(b) Academic Qualification	:	Graduate or equivalent.
(c) Eligibility	:	<ul style="list-style-type: none">• Minimum 5 years work experience in a reputed organisation. Ex Serviceman Clerk (GD/SD) would be preferred.• Conversant in MS Office.• Typing Speed – 40 wpm.
(d) Communication Skills	:	Ability to read, write and speak in English & Hindi.
(e) Job Description	:	Handling of office work / correspondence of branch / section independently.
(f) Discipline	:	No criminal history or 'red ink entry' in service career.
(g) Medical	:	In good medical health. {For ex-servicemen Army Medical Category SHAPE-1 unless Battle Casualty (BC)}. Civil candidate with disabilities not affecting performance in job / work would be encouraged.
(h) Character	:	Should be of excellent character.
(j) Preference would be given to widows / <i>Veer Naaris</i> or their dependants.		
(k) Candidates with higher qualification than above would be given due benefit. Candidates should be prepared to undergo a test as a part of selection process.		

4. **Terms of Employment.** The appointment shall be on term basis for contract period of three years which will include first one year on probation.

5. **Remuneration** : ₹ 13,225/- per month (consolidated). Annual increment 3%.

6. Interested candidates may apply online or submit an application to the following address :-

The Director
Army Institute of Management, Kolkata
Judges Court Road (Opp Alipore Telephone Exchange)
Alipore, Kolkata-700027".

E-mail : aim_kol@rediffmail.com

7. **The attached form to be submitted by candidates in addition to CV.**
8. The **CV** should contain passport size photograph, complete address, contact number, E-mail ID, date of birth, qualifications (with percentage marks), experience, etc along with self attested photocopies of all relevant documents. **Last date for submission of application is 25 Jul 2020.**
9. Shortlisted candidates will be called for test & interview. No TA/DA is admissible.

APPLICATION FOR THE POST OF LDC
IN ARMY INSTITUTE OF MANAGEMENT, KOLKATA

(Ref Employment Notification dated 12 July 2020 in 'Telegraph, Kolkata' & 'Times of India, Kolkata')

Passport
Size Colour
Photo

1.	Name (In Block Capital)	:	
2.	Mobile No	:	
	E- mail	:	
	Permanent Address	:	
	Correspondence Address	:	
3.	Date of Birth & (Age as on 01 Aug 2020 in completed Years & Months)	:	
4.	Academic Qualification	:	
5.	Work Experience with details of present / past employment	:	
6.	Communication Skill		
	(a) English	:	Read <input type="checkbox"/> Write <input type="checkbox"/> Speak <input type="checkbox"/>
	(b) Hindi	:	Read <input type="checkbox"/> Write <input type="checkbox"/> Speak <input type="checkbox"/>
	(c) Bengali	:	Read <input type="checkbox"/> Write <input type="checkbox"/> Speak <input type="checkbox"/>
7.	IT Skill	:	
8.	Typing Skill (words per minute)	:	
9.	Criminal Record, if any	:	
10.	Red Ink Entry, if any (For Ex-Servicemen)	:	
11.	Whether Widow / <i>Veer Naari</i> / Dependant	:	
12.	Medical Condition	:	
13.	Character	:	(Character certificate from a gazette officer to be attached.)
14.	Any other Relevant Information	:	

Date :

(Signature of the Candidate)

Note : All original documents / proof to be produced at the time of test / interview.

ARMY INSTITUTE OF MANAGEMENT, KOLKATA

EMPLOYMENT NOTIFICATION : GIRLS WARDEN

(Ref Employment Notification dated 12 July 2020 in 'Telegraph, Kolkata' & 'Times of India, Kolkata')

1. **Army Institute of Management, Kolkata (AIMK)**, established in July 1997 by the Army Welfare Education Society (**AWES**), New Delhi, is a ranked B-School in the country (Approved by the **AICTE** and affiliated to **MAKAUT**). **AIMK** would be shifting to its new campus in New Town, Rajarhat shortly.

2. **AIMK invites application from female candidates for the post of Girls Warden.**

3. **Eligibility :**

(a) Mandatory	:	Girls Warden will have to stay in a furnished AC Studio apartment in Girls Hostel. Free single accommodation & messing would be provided.
(b) Age	:	Between 40 to 53 years as on 01 Aug 2020.
(c) Eligibility	:	<ul style="list-style-type: none">• Graduate in any discipline.• Desirable – Degree / Diploma in House Keeping / Nursing / Home Science and working experience as hostel warden in a college / school.
(d) Communication Skills	:	Ability to read, write and converse in English & Hindi. Should be computer savvy.
(e) Job Description	:	<ul style="list-style-type: none">• To look after Girls Students (also the Boys Students in the absence of Boys Warden).• Maintaining records of students including attendance, leave, medical records etc.• Students discipline.• To look after hostel accommodation / facilities / amenities.• Any other task assigned by the management from time to time.
(f) Discipline	:	No criminal history or 'red ink entry' in service career.
(g) Medical	:	<ul style="list-style-type: none">• In good medical health.• For ex-servicemen Army Medical Category SHAPE-1 unless Battle Casualty (BC).• Candidate with disabilities not affecting performance in job / work would be encouraged.
(h) Character	:	Should be of excellent character.
(j) Candidates with higher qualification than above would be given due benefit. Candidates should be prepared to undergo a test as a part of selection process.		
(k) Preference would be given to War Widow / Wife of Serving / Retired Army Personnel / <i>Veer Naaris</i> or their dependants.		

4. **Terms of Employment.** The appointment shall be on term basis for contract period of three years which will include first one year on probation.

5. **Remuneration** : ₹ 21,160 /- per month (consolidated). Annual increment 3%. Free messing and free furnished single accommodation (Studio Apartment) will be provided in the Girls Hostel.

6. Interested candidates may apply online or submit an application to the following address :-

**The Director
Army Institute of Management, Kolkata
Judges Court Road (Opp Alipore Telephone Exchange)
Alipore, Kolkata-700027”.**

E-mail : aim_kol@rediffmail.com

7. **The attached form to be submitted by candidates in addition to CV.**

8. The **CV** should contain passport size photograph, complete address, contact number, E-mail ID, date of birth, qualifications (with percentage marks), experience, etc along with self attested photocopies of all relevant documents. **Last date for submission of application is 25 Jul 2020.**

9. Shortlisted candidates will be called for test & interview. No TA/DA is admissible.

**APPLICATION FOR THE POST OF GIRLS WARDEN
IN ARMY INSTITUTE OF MANAGEMENT, KOLKATA**

(Ref Employment Notification dated 12 July 2020 in 'Telegraph, Kolkata' & 'Times of India, Kolkata')

Passport
Size Colour
Photo

1.	Name (In Block Capital)	:	
2.	Mobile No	:	
	E- mail	:	
	Permanent Address	:	
	Correspondence Address	:	
3.	Date of Birth & (Age as on 01 Aug 2020 in completed Years & Months)	:	
4.	Academic Qualification	:	
5.	Work Experience with details of present / past employment	:	
6.	Communication Skill		
	(a) English	:	Read <input type="checkbox"/> Write <input type="checkbox"/> Speak <input type="checkbox"/>
	(b) Hindi	:	Read <input type="checkbox"/> Write <input type="checkbox"/> Speak <input type="checkbox"/>
	(c) Bengali	:	Read <input type="checkbox"/> Write <input type="checkbox"/> Speak <input type="checkbox"/>
7.	IT Skill	:	
8.	Red Ink Entry, if any (For Ex-Servicemen)	:	
9.	Whether Widow / <i>Veer Naari</i> / Dependant / Wife of serving or retired Army personnel	:	
10.	Medical Condition	:	
11.	Character	:	(Character certificate from a gazette officer to be attached.)
12.	Any other Relevant Information	:	
13.	<u>Certificate.</u> It is certified that I am willing to stay in the Institute Campus, if selected as Girls Warden. I hereby declare that I do not have any kind of criminal / police record.		

Date :

(Signature of the Candidate)

Note : All original documents / proof to be produced at the time of test / interview.