

ARMY INSTITUTE OF MANAGEMENT, KOLKATA

EMPLOYMENT NOTIFICATION : COMPUTER LAB ASST

(Ref Employment Notification dated 22 Oct 2022 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 (ISO 9001:2015 Certified, approved by the AICTE and affiliated to MAKAUT). The Institute conducts a two-year full time MBA degree residential programme with an annual intake of 120 students. AIMK invites applications for the post of Computer Lab Assistant.

2. **AIMK** invites applications for the post of **Computer Lab Asst.** No of vacancy – 01.

3. **Eligibility** :

(a) Age	:	Below 50 years as on 01 Nov 2022.
(b) Academic Qualification	:	Graduate in computer / IT related field from any recognized university. Degree / Diploma in hardware and networking will be preferred.
(c) Eligibility	:	Minimum 05 yrs experience in system hardware / networking handling. Complete knowledge in Windows OS & MS Office. Working experience in any academic institution will be preferred.
(d) Communication Skills	:	Ability to read, write and speak in English, Hindi & Bengali.
(e) Job Description	:	To maintain, trouble shoot, ensure repair & functionality of computer peripherals, Server & ERP handling, process of IT items procurement, provide assistance to Network Admin & any other task assigned by the management from time to time.
(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 would be given to ex-servicemen, widows / <i>Veer Naaris</i> or their dependants without compromising competence.		
(k) Candidates with higher qualification / experience would be given due benefit. Candidates will have to undergo a written test followed with interview 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** : Salary will be on a consolidated basis. The same shall be negotiated based on competence qualification and experience. 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
Plot No III B/11, Action Area III
Major Arterial Road
New Town, Rajarhat, Kol – 700160**

E-mail : aim_kol@rediffmail.com

7. **The attached application 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 13 Nov 2022.**

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

APPLICATION FORM FOR THE POST OF COMPUTER LAB ASST
IN ARMY INSTITUTE OF MANAGEMENT, KOLKATA

(Ref Employment Notification dated 22 Oct 2022 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 Nov 2022 in completed Years & Months)	:	
4.	Academic Qualification (As per para 3 of Employment Notification)	:	
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 (As per para 3 of Employment Notification)	:	
8.	Certification on the IT relevant field (as per para 3 of Employment Notification)	:	
9.	Pay Slip, if any (last pay drawn)	:	
10.	Criminal Record / Police Case, if any	:	
11.	Red Ink Entry, if any (For Ex-Servicemen)	:	
12.	Whether Widow / <i>Veer Naari</i> / Dependant	:	
13.	Medical Condition	:	
14.	Character	:	(Character certificate from a gazette officer to be attached.)

Date :

(Signature of the Candidate)

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