



## **ARMY INSTITUTE OF MANAGEMENT, KOLKATA**

Judges Court Road, Opp Alipore Telephone Exchange  
Alipore, Kolkata-700027



### **EMPLOYMENT NOTIFICATION**

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

**AIMK** invites applications from Ex-Servicemen for the post of Estate Supervisor on contractual basis.

For eligibility and other details please visit Institute website **www.aim.ac.in**. Last date for submission of application is 20 Mar 2021.

Director, Army Institute of Management Kolkata

## ARMY INSTITUTE OF MANAGEMENT, KOLKATA

### EMPLOYMENT NOTIFICATION : ESTATE SUPERVISOR

(Ref Employment Notification dated 07 Mar 2021 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**).

2. **AIMK** invites application for the post of **Estate Supervisor**.

3. **Eligibility** :

(a) Mandatory	:	Estate Supervisor will have to stay in the campus. Free single accommodation & messing would be provided.
(b) Age	:	Below 53 years as on 01 Apr 2021.
(c) Eligibility	:	<ul style="list-style-type: none"><li>• Ex-Serviceman (JCO / NCO).</li><li>• Graduate in any discipline.</li><li>• Should have preferably worked as Quarter Master.</li><li>• Should be computer savvy.</li><li>• Should have a two wheeler with driving licence.</li></ul>
(d) Communication Skills	:	Ability to read, write and converse in English & Hindi.
(e) Job Description	:	<ul style="list-style-type: none"><li>• Upkeep and maintenance of Institute Estate and its movable / immovable assets.</li><li>• Ensure functionality and upkeep of all equipment &amp; gadgets.</li><li>• Inventory management of Estate.</li><li>• Employment and supervisory control over administrative establishment – drivers, peons, conservancy staff, gardeners, MTS, storekeeper(s), chowkidars etc.</li><li>• Integrated Security of the estate.</li><li>• Procurement and contracting function for Estate management through Administrative Branch.</li><li>• Transport fleet management.</li><li>• Any other task assigned by the Management.</li></ul>
(f) Discipline	:	No criminal history or 'red ink entry' in service career.
(g) Medical	:	<ul style="list-style-type: none"><li>• In good health condition.</li><li>• Medical Category SHAPE-1 unless Battle Casualty (BC).</li><li>• Candidate with disabilities not affecting performance in job / work would be encouraged.</li></ul>
(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.

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 /- (Rupees twenty one thousand one hundred sixty only) per month (consolidated). Annual increment 3%. Free messing and free furnished single accommodation will be provided in the campus.

6. Interested candidates may apply online or submit 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 20 Mar 2021.**

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

**APPLICATION FOR THE POST OF ESTATE SUPERVISOR**  
**IN ARMY INSTITUTE OF MANAGEMENT, KOLKATA**

(Ref Employment Notification dated 07 Mar 2021 in 'Telegraph, Kolkata' & 'Times of India, Kolkata')

Passport  
Size Colour  
Photo

1.	Rank & Name (In Block Capital)	:	
2.	Mobile No	:	
	E- mail	:	
	Permanent Address	:	
	Correspondence Address	:	
3.	Date of Birth & (Age as on 01 Apr 2021 in completed Years & Months)	:	
4.	Driving Licence No (attach self attested photocopy)	:	
5.	Academic Qualification	:	
6.	Work Experience with details of present / past employment	:	
7.	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"/>
8.	IT Skill	:	
9.	Red Ink Entry, if any (For Ex-Servicemen)	:	
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 Estate Supervisor. 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.