

ARMY INSTITUTE OF MANAGEMENT, KOLKATA

EMPLOYMENT NOTIFICATION : LDC

(Ref Employment Notification dated 15 July 2023 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**). The institute conducts a two-year full time MBA degree residential programme with an annual intake of 120 students. AIMK also introducing BBA (Gen) and BBA (Hons) probably next Academic Year.

2. **AIMK** invites applications for the post of **LDC**. No of vacancy - 01(one).

3. **Eligibility** :

(a) Age	:	Below 53 years as on 01 Jul 2023.
(b) Academic Qualification	:	Graduate or equivalent.
(c) Eligibility	:	<ul style="list-style-type: none">• Minimum 3 years work experience in a reputed organisation. Ex Serviceman Clerk / SKT / Technical trades with sound computer literacy would be preferred.• Conversant in MS Office.• Typing Speed – 40 wpm.
(d) Communication Skills	:	Ability to read, write and speak in English, Hindi & Bengali.
(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)}.
(h) Character	:	Should be of excellent character.
(j) Preference would be given to ex-servicemen with knowledge of handling Office work.		
(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**. Salary will be on a consolidated basis. The same shall be as per AWES policy. 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, 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 03 August 2023.**

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

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

(Ref Employment Notification dated 15 July 2023 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 July 2023 in completed Years & Months)	:	
4.	Academic Qualification	:	
5.	Work Experience with details of present / past employment if any	:	
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	:	Ms Office <input type="checkbox"/> e-mail <input type="checkbox"/>
8.	Typing Skill (words per min)	:	
9.	Criminal Record /Police Case, if any	:	
10.	Red Ink Entry, if any (For Ex-Servicemen)	:	
11.	Whether Widow / <i>Veer Naari</i> / Dependant	:	
12.	Medical Condition	:	
13.	Any other Relevant Information	:	

Date :

(Signature of the Candidate)

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