

REFER TO EMPLOYMENT NOTIFICATION PUBLISHED IN TELEGRAPH, KOLKATA &
TIMES OF INDIA, KOLKATA ON 11 APR 2021



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** would be shifting to its new campus in New Town, Rajarhat shortly.

AIMK invites applications for the following posts on contractual basis :-

- Computer Lab Asst - No of vacancy - 02
- LDC - No of vacancy - 01

For eligibility and other details please visit Institute website **www.aim.ac.in**. (See 'Important Links / Notices' on top right corner of Home Page). Last date for submission of application is 22 Apr 2021.

Director, Army Institute of Management Kolkata

ARMY INSTITUTE OF MANAGEMENT, KOLKATA

EMPLOYMENT NOTIFICATION : COMPUTER LAB ASST

(Ref Employment Notification dated 11 Apr 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**). **AIMK** would be shifting to its new campus in New Town, Rajarhat shortly.
2. **AIMK** invites applications for the post of **Computer Lab Asst**. No of vacancy – 02.
3. **Eligibility :**

(a) Age	:	Below 53 years as on 01 Jun 2021.
(b) Academic Qualification	:	Graduate from any recognized university. Degree / Diploma in hardware and networking.
(c) Eligibility	:	Good exposure in various software packages. 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 look after all computer peripherals & IT equipment of the Institute & 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	:	Preference would be given to ex-servicemen, 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 :** Between ₹ 16,000/- to ₹ 20,000/- per month (consolidated). 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 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 22 Apr 2021.**
9. Shortlisted candidates will be called for 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 11 Apr 2021 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 Jun 2021 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.	Criminal Record / Police Case, if any	:	
9.	Red Ink Entry, if any (For Ex-Servicemen)	:	
10.	Whether Widow / <i>Veer Naari</i> / Dependant	:	
11.	Medical Condition	:	
12.	Character	:	(Character certificate from a gazette officer to be attached.)
13.	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 11 Apr 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**). **AIMK** would be shifting to its new campus in New Town, Rajarhat shortly.

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

3. **Eligibility :**

(a) Age	:	Below 53 years as on 01 Jun 2021.
(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 & 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)}. Civil candidate with disabilities not affecting performance in job / work would be encouraged.
(h) Character	:	Should be of excellent character.
(j) Preference	:	Preference would be given to ex-servicemen, 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 :** Between ₹ 13,500/- to ₹ 16,000/- per month (consolidated). Annual increment 3% on 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

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

(Ref Employment Notification dated 11 Apr 2021 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 Jun 2021 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 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.	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.