

**ARMY INSTITUTE OF MANAGEMENT, KOLKATA**

**Plot No III-B/11, Major Arterial Road, Action Area III,  
New Town, Rajarhat, Kolkata – 700 160**

**EMPLOYMENT NOTIFICATION : ASST PROF (OPERATION RESEARCH/ OPERATION  
MANAGEMENT), BOYS WARDEN AND ESTATE SUPERVISOR**

**(Ref Employment Notification dated 20 Jul 24 in 'Telegraph, Kolkata', 'Times of India, Kolkata'  
& The Statesman, 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-fulltime MBA degree residential programme.

2. **AIMK** invites application for the following posts :-

(a) **Asst Prof (Operation research/Operation management) - 01** (QR as per AICTE norms)

(b) **Boys Warden – 01.**

(c) **Estate Supervisor – 01.**

3. **Eligibility** :-

(a) **Asst Prof (Operation research/ Operation management) - 01**

(i) QR Essential	:	- MBA or MBA (Operation research/Operation management)  - Min two years teaching experience (post MBA) in relevant discipline at post graduate level.
(ii) Desirable	:	- Ph.D in Management (desirable)  - Two research publication in Scopus/ Web of Science/ UGC Care journals (desirable).  - Background in experience in Engineering/Statistics shall be preferred.  - Industry Professionals with relevant experience interested in academic career may also apply under professor of practice category
(iii) Remuneration	:	Rs 57,700/- per month (consolidated) . Annual increment @ 3% per annum subject to satisfactory performance evaluated by way of performance audit every year.

(b) **Boys Warden.**

(i) Mandatory	:	Boys Warden will have to stay in the Boys Hostel. Furnished studio apartment for the warden exists in the Boys Hostel.
(ii) Age	:	Below 53 years as on 08 Sep 24 for first employment. Age dispensation will be given to existing contractual employees, willing to reapplying, after expiry of contract.
(iii) Eligibility	:	<ul style="list-style-type: none"> <li>• Should be an Ex-servicemen.</li> <li>• Graduate with technical background (preferably).</li> <li>• Ability to read, write and converse in English &amp; Hindi.</li> <li>• Computer literate (should have working knowledge of MS Word, Excel &amp; Power Point).</li> <li>• Preferably have a valid two / four wheeler driving licence.</li> <li>• Desirable – Degree/ Diploma in House Keeping and working experience as Hostel Warden in a College/ School.</li> <li>• Any knowledge/ skill useful to the Institute would be an added advantage.</li> </ul>
(iv) Discipline	:	No criminal history or 'Red Ink Entry' in service career.
(v) Medical	:	- Medical Category SHAPE-1 (exempted for battle casualty). - Yoga/ Sports trainer or enthusiast.
(vi) Character	:	Should be of exemplary character.
(vii) 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.		
(viii) <b><u>Terms of Employment.</u></b> The appointment shall be on term basis for contract period of three years which will include first one year on probation.		
(ix) <b><u>Remuneration</u></b> : Rs 37,100/- per month (consolidated) . Annual increment @ 3% per annum subject to satisfactory performance evaluated by way of performance audit every year. Free messing and free furnished accommodation (Studio Apartment) will be provided in the Boys Hostel.		

(c) **Estate Supervisor.**

(i) Age	:	Below 53 years as on 18 Oct 24 for first employment. Age dispensation will be given to existing contractual employees, willing to reapplying, after expiry of contract.
(ii) Eligibility	:	<ul style="list-style-type: none"> <li>• Should be an Ex-servicemen.</li> <li>• Graduate in any discipline (technical background preferably).</li> <li>• Computer literate (should have working knowledge of MS Word, Excel &amp; Power Point).</li> <li>• Desirable : Ex unit SM/JA/JQM/ HMT/Tech JCO.</li> <li>• Preferable to have 2/4 wheeler driving licence.</li> <li>• Knowledge of procurement and Store handling/ skill useful to the Institute.</li> </ul>
(iii) Job Description	:	<ul style="list-style-type: none"> <li>• Ensure Functional aspect of all equipment &amp; gadgets.</li> <li>• Cleaning, maintenance, hygiene &amp; sanitation of the Institute campus.</li> <li>• Processing demand for repair/ maintenance of buildings &amp; other assets and monitoring the progress.</li> <li>• Ensure road worthiness and documentation of all Institute vehicles and monitoring duties of drivers.</li> <li>• Maintaining ledger charge of all properties and conduct of Annual Stock Taking.</li> <li>• Ensure proper security of the Institute campus.</li> <li>• Any other task assigned by the Management.</li> </ul>
(iv) Discipline	:	No criminal history or 'Red Ink Entry' in service career.

(v) Medical	:	<ul style="list-style-type: none"> <li>• In good medical health.</li> <li>• Medical Category SHAPE-1 (exempted for battle casualty).</li> <li>• Candidate with disabilities not affecting performance in job/ work would be encouraged.-</li> </ul>
(vi) Character	:	Should be of exemplary character.
(vii) 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.		
(viii) <b>Terms of Employment</b> . The appointment shall be on term basis for contract period of three years which will include first one year on probation.		
(ix) <b>Remuneration</b> : Rs 33,900/- per month (consolidated) . Annual increment @ 3% per annum subject to satisfactory performance evaluated by way of performance audit every year.		

4. 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 : [administration@aim.ac.in](mailto:administration@aim.ac.in)**

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

6. 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 11 Aug 24.**

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

**(DOWNLOD FORMS, FILL UP, SIGN AND SEND IN**

**E-MAIL- [principal.aimk@awesindia.edu.in](mailto:principal.aimk@awesindia.edu.in)**

**APPLICATION FORM FOR THE POST OF  
ASST PROF (OPERATON RESEARCH/ OPERATION MANAGEMENT)**

1. Name :

2. **Personal Profile:**

(a) Father's / Husband's Name :

(b) Date of Birth :

(Attach Proof)

(c) Marital Status :

(d) Nationality :

(e) Gender :

(f) Linguistic Ability :

(g) Aadhar No :

(h) PAN No :

Self Attested

Photograph  
pest here

3. **Contact Particulars:**

(a) Residential Address :

(b) Correspondence Address :

(c) Mobile No :

(d) E-mail :

4. **Education Qualification (Reverse Chronological Order) :**

Qualification/ Degree	Board / University	Year of Passing	Division / Class / Percentage	Subjects

(Attach self attested certificates)

5. **Work Experience (Reverse Chronological Order):**

Institute / Organisation Name	Designation	Nature of Work (Teaching / Corporate / Research)	Duration		Remarks
			From mm/yyyy	To mm/yyyy	

6. Research Publications (Mention two best publications – desirable for Assistant Professor)

S.No.	Title of the Paper	Name of the Journal & Website	Journal category (Scopus/ Web of Science / UGC care) do not mention publication of any other category	Year of publication

7. Current monthly salary drawn (Rs)\_\_\_\_\_.

8. Provide names of two references (Preferably previous Employer) :-

- (a) Name & Designation :
- (b) Company / Institution :
- (c) Mail Id / Mobile No :

Date :

(Signature of the Applicant)

**DOWNLOD FORMS, FILL UP, SIGN AND SEND IN**  
**EMAIL- [aimk@awesindia.edu.in](mailto:aimk@awesindia.edu.in)**

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

(Ref Employment Notification dated \_\_\_ Jul 2024 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 May 2024 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.

**DOWNLOAD FORMS, FILL UP, SIGN AND SEND IN**  
**EMAIL- [aimk@awesindia.edu.in](mailto:aimk@awesindia.edu.in)**

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

(Ref Employment Notification dated \_\_\_ Jul 2024 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 May 2024 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.