

**ARMY INSTITUTE OF MANAGEMENT, KOLKATA**  
**EMPLOYMENT NOTIFICATION : ACCOUNTS CLERK**

(Ref Employment Notification dated 01 March 2020 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 in July 2020.

2. **AIMK** invites applications for the post of **Accounts Clerk** on contractual basis. No of vacancy – 01.

3. **Eligibility** :

(a) Age	:	Below 53 years as on 01 Jan 2020.
(b) Academic Qualification	:	Graduate or equivalent in commerce / Accounts / Bookkeeping. For Ex-Servicemen - Fifteen years of service as a clerk.
(c) Experience	:	<ul style="list-style-type: none"> <li>• At least <b>03 years experience as Accounts Assistant</b> or similar position is prerequisite for the job.</li> <li>• Preferably practical experience of <b>Tally ERP</b> accounting software.</li> <li>• Well conversant in MS-Word, Excel, PowerPoint etc.</li> <li>• Work Experience in ERP environment will be added advantage.</li> </ul>
(d) Communication Skills	:	Ability to read, understand, write and speak in English & Hindi.
(e) Job Description	:	<ul style="list-style-type: none"> <li>• Preparation of Receipt Vouchers / Payment vouchers, Maintenance of Ledgers such as Cash / Bank and other ledgers.</li> <li>• Preparation of BRS.</li> <li>• Data entry in Tally ERP 9.</li> <li>• Maintain of Manual Cash/Bank Book.</li> <li>• Liaison and correspondence with banker.</li> <li>• Preparation of cheque in respect of vendor payment.</li> <li>• Keep track of receivables and payments.</li> <li>• Student Fee Reconciliation.</li> <li>• FD making and renewal.</li> <li>• Preparation of Note Sheet for payment processing.</li> <li>• Statutory payment and its accounting entry</li> <li>• MIS generation for different report &amp; returns.</li> <li>• Preparing Qtly audit board proceedings and assisting auditors</li> </ul>
(e) Discipline	:	No criminal history or 'red ink entry' in service career.
(f) Medical	:	In good medical health. For ex-servicemen preferably Army Medical Category S1H1A2P1E1). Candidate with disabilities not affecting performance in job / work would be encouraged.
(g)		Preference would be given to widows / <i>Veer Naaris</i> or their dependants.
(h)		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 year on probation.

5. **Remuneration** : Rs **13,225** /- per month (consolidated).

6. Interested candidates may apply to the following address :-

**The Director  
Army Institute of Management, Kolkata  
Judges Court Road (Opp Alipre Telephone Exchange)  
Alipore, Kolkata-700027”.**

**E-mail : aim\_kol@rediffmail.com**

7. **The attached form to be filled 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 16 March 2020.**

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

**APPLICATION FOR THE POST OF ACCOUNTS CLERK**  
**IN ARMY INSTITUTE OF MANAGEMENT, KOLKATA**

(Ref Employment Notification dated 01 March 2020 in 'Telegraph, Kolkata' & 'Times of India, Kolkata')

(To be filled by the candidates and submitted along with their CVs)

1.	Name	:	
2.	Contact particulars :-		
	Telephone / Mobile No	:	
	E- mail	:	
	Correspondence Address	:	
3.	Date of Birth & (Age as on 01 Jan 2020 in completed Years & Months)	:	
4.	Academic Qualification	:	
5.	Work Experience		
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"/> Tally ERP <input type="checkbox"/>
8.	Typing Skill (words per minute)	:	
9.	Criminal Record, 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.