

## ARMY INSTITUTE OF MANAGEMENT, KOLKATA

### EMPLOYMENT NOTIFICATION : LDC

(Ref Employment Notification dated 16 Sep 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 Sep 2023.
(b) Academic Qualification	:	Graduate or equivalent.
(c) Eligibility	:	<ul style="list-style-type: none"><li>• Minimum 3 years work experience in a reputed organisation. Ex Serviceman Clerk / Technical trades with sound computer literacy would be preferred.</li><li>• Conversant in MS Office.</li></ul>
(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	:	For ESM : - Medical Category upto S1H1A1P2E1 is permissible. For Civilian : - Good health (Medical Certificate from Govt Medical Hospital).
(h) Character	:	Should be of excellent character.
(j) Preference	:	Preference would be given to ex-servicemen with knowledge of handling Office work.
(k) Selection Process	:	Candidates with higher qualification than above would be given due benefit. Candidates should be prepared to undergo a test (written & practical) followed by Interview 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 06 Oct 2023.**
9. Shortlisted candidates will be called for test & interview. No TA / DA is admissible.

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

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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 Sep 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.