

**ARMY INSTITUTE OF MANAGEMENT, KOLKATA**

**EMPLOYMENT NOTIFICATION : LDC**

(Ref Employment Notification dated 11 Apr 2024 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 May 2024.
(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 with sound computer literacy would be preferred.</li><li>• Conversant in MS Office.</li><li>• Typing Speed – 40 wpm.</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) 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**. Salary will be on a consolidated basis. The same shall be as per AWES policy. Annual increment 3% of consolidated pay is applicable after probation period of one year.
6. Interested candidates to submit application at 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 : [administration@aim.ac.in](mailto:administration@aim.ac.in)

  
Col (Retd) MKR Varma  
Registrar & HoA  
Army Institute of Management  
New Town, Kolkata

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 27 Apr 2024.**
9. Candidates who fulfil the QR will be called for interview at short notice. No TA / DA is admissible.

  
Col (Retd) MKR Varma  
Registrar & HoA  
Army Institute of Management  
New Town, Kolkata - 700160



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

(Ref Employment Notification dated 11 Apr 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.