

**ARMY INSTITUTE OF MANAGEMENT, KOLKATA**

Plot No III-B/11, Major Arterial Road, Action Area III  
New Town, Rajarhat, Kolkata - 700156

**EMPLOYMENT NOTIFICATION : BOY'S WARDEN**

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 **Boy's Warden**. No of vacancy - **01**(one).

3. **Job Description.**

- (a) To look after Boy Students (also the Girls Students in the absence of Girls Warden).
- (b) Maintaining records of students including attendance, leave, medical records etc.
- (c) Students discipline.
- (d) To look after hostel accommodation/ facilities/ amenities.
- (e) Any other task assigned by the management from time to time.

4. **Eligibility :**

(a) Mandatory	:	Boys Warden will have to stay in the Boys Hostel. An air-conditioned Studio Apartment for the Warden exists in the Boys Hostel.
(b) Age	:	Below 53 years as on 01 Jul 2025.
(c) Eligibility	:	<ul style="list-style-type: none"><li>• Should be an Ex-serviceman</li><li>• Graduate.</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; PowerPoint).</li><li>• Preferably have a valid two/ four wheeler driving.</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>
(d) Discipline	:	No criminal history or 'red ink entry' in service career.
(e) Medical	:	Medically fit (except for battle casualty). Yoga/ Sports trainer or enthusiast.
(f) Character	:	Should be of excellent character.
(g) 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.		

5. **Terms of Employment.** The appointment shall be on term basis for contract period of three years which will include first one year on probation.

6. **Remuneration.** Rs. 37,100/- per month (consolidated). Annual increment as per average inflation rates promulgated by the MoSPI. Free messing and free furnished single air-conditioned accommodation (Studio Apartment) will be provided in the Boys Hostel.

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

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

9. The **CV** should contain passport size photograph, complete address, contact number, E-mail ID, date of birth, qualifications (with percentage marks), experience, character certificate etc along with self attested photocopies of all relevant documents. **Last date for submission of application is 20 Jul 2025.**

10. Candidates who fulfil the QR will be called for interview at short notice. No TA / DA is admissible.

**DOWNLOD FORMS, FILL UP, SIGN AND SEND IN**  
**EMAIL- [administration@aim.ac.in](mailto:administration@aim.ac.in)**

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

(Ref Employment Notification dated 03 Jul 2025 in 'Times of India & Ananda Bazar Patrika (Kolkata Edition)

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.