



ARMY INSTITUTE OF LAW  
SECTOR-68, MOHALI - 160062  
Tele : 0172-5095336-38, Email- [info@ail.ac.in](mailto:info@ail.ac.in)



**SITUATION VACANT**

**CLERK (LDC)**

1. **Type of Post** : Contractual  
(3 yrs Contract with 1<sup>st</sup> yr on probation)
2. **Age** : Below 50 years for ESM and 45 years for others  
and medically fit for the job description.
3. **Mandatory Qualifications/ Experience** : (a) Computer literate Graduate with 03 years experience  
in Clerical duties OR a computer savvy ESM with  
10 years of service as a Clerk.  
  
(b) Computer typing with a minimum speed of 30 WPM  
and to possess basic knowledge of accounting.  
  
(c) Should not have any disciplinary case against in his  
entire service or otherwise.
4. **Preference** : Preference will be given to ESM candidates.
5. **Pay & Allowances:** Rs.13,225/-pm (Consolidated) .
6. **How to Apply.** Applications should reach the undersigned by  
**04 Dec 2021** by 5 P.M. alongwith supporting documents.
7. Selection system will be based on written and typing test followed by  
interview. Dates will be intimated to shortlisted candidates on their registered  
mobile numbers & emails separately.
8. Only shortlisted candidates will be called for interview. No TA/DA is  
admissible.

Principal

**ARMY INSTITUTE OF LAW**  
**SECTOR- 68, MOHALI**  
**APPLICATION FORM FOR THE POST OF**  
**CLERK (LDC)**

Paste recent  
 photograph

1. Name (in block letters) \_\_\_\_\_
2. Father's /Husband's Name (in block letters) \_\_\_\_\_
3. Present postal address (in block letters) along with Tel. No and E-mail \_\_\_\_\_  
 \_\_\_\_\_
4. Permanent Home address (in block letters) \_\_\_\_\_  
 \_\_\_\_\_
5. (a) Nationality \_\_\_\_\_  
 (b) Marital Status \_\_\_\_\_
6. Date of Birth \_\_\_\_\_

7. Educational qualifications (Please attach one set of attested copies alongwith original application only)

Exams Passed	Univ / Board	Year of passing	Grade	Remark
Matric				
10+2				
B.A				
Any other Exam				
Knowledge of Computer				

8. Last unit served with appointment (for ex-servicemen only) \_\_\_\_\_

9. List of all previous employment in order (Starting with most recent post held)

Name of Employer	Post held	Pay Scale	Period		Brief Description of Duties	Reasons for Leavings
			Fro	To		

**Total Working Experience =**

10. A paragraph of self evaluation regarding different fields of activity relating to the job.

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11. Additional Information (if any).

12. List of Enclosures.

- |           |           |
|-----------|-----------|
| (a) _____ | (b) _____ |
| (b) _____ | (d) _____ |
| (e) _____ | (f) _____ |

13. Declaration. I solemnly declare that :-

- (a) The above information is complete and correct.
- (b) I have never been disqualified from University work/appearing in any University examination.
- (c) I have never been dismissed either from Govt or from University, College or other public or Private Organization service.
- (d) I have never been prosecuted, kept under detention or bound down/fined, convicted by the Court of Law for nay offence.

Place :

Dated:

**(Signature of the applicant)**