

DRAFT

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ARMY INSTITUTE OF LAW
SECTOR-68, MOHALI - 160062

Tele : 0172-5095336-38, Email- info@ail.ac.in



SITUATION VACANT

PLACEMENT OFFICER

1. **Type of Post** : Contractual
(3 yrs Contract with 1st yr on probation)
2. **Age** : Below 60 years as on 15 Jan 2024.
3. **Mandatory Qualifications/ Experience** : Post Graduate with minimum 03 years experience in the Corporate Sector.
4. **Preferably** : LLB/ LLM/ MBA/ PGDM/ PGDCA and ESM
5. **Pay & Allowances**: Rs.56,000/-pm (Consolidated)
6. **How to Apply**. Eligible candidates may apply on prescribed performa available at College Website and submit alongwith a Demand Draft of Rs.1000/- in favour of **Army Institute of Law** by **15 Jan 2024** till **5 P.M.**

Only shortlisted candidates will be called for interview. No TA/DA is admissible.

Principal

ARMY INSTITUTE OF LAW
SECTOR- 68, MOHALI
PERFORMA FOR APPOINTMENT FOR THE POST OF
PLACEMENT OFFICER

Paste recent
passport size
photograph

1. Name (in Block letters) _____
2. Father's /Husband's Name _____
3. Date of Birth _____
4. (a) Nationality _____ (b) Marital Status _____
5. (a) Permanent address (in block letters) _____

 (b) Present Address (for correspondence) along with Tele / Mob No _____ and
 E-mail _____

6. Present Occupation _____ (a) Job Profile _____
 (b) Present Pay Scale _____ (c) Minimum pay acceptable _____
 (d) Joining time required (if selected) _____
7. Are you an ESM?, If yes please fill up Appendix `A` attached.
8. Educational Qualifications (Please attach one set of attested copies of your certificates along with application)

Exams Passed	University / Board	Main Subjects	Year of passing	Marks Obtained/ Total Marks	%age / Division	Position in the Univ/ College (if any)
Matric						
10+2						
B.A/B.Sc/B.Com						
LLB						
PGDM/PGDCA/ MBA						
LLM						
Ph.D (with title)						
NET						
Any other Exam (please specify)						

9. Total Experience in Placement Profile with details (please attach annexure for details)

Name and Address of Employer	Pay Scale	Nature of Job	Period		Reasons for Leavings
			From	To	

Total Experience _____ Years.

10. Period of Teaching Experience, if any. (Details in chronological order starting with the first job)

Name and Address of Employer	Designation	Pay Scale	Nature of Job	Period		Reasons for Leavings
				From	To	

Total Teaching Experience _____ Years.

11. National/International Awards (if any):

(a) _____

(b) _____

12. Any other relevant Information: _____

13. List of Enclosures.

(a) _____ (b) _____ (c) _____

(d) _____ (e) _____ (f) _____

(g) _____ (h) _____ (i) _____

14. 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 of India 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 any offence.

Note: If any information supplied by me in the application form is found to be incorrect/false at any stage, my candidature/selection may be cancelled.

Demand Draft of Rs.1000/- Number _____ date _____

Place : _____

Dated: _____

(Signature of the Applicant)

Recommendation of the Employer

(Signature of Employer with official seal)

Note:

- 1) Please strike out whichever is not applicable.
- 2) Please attach separate sheet (if required) referring the serial number relevant there to.
- 3) Separate application form must be sent for separate post.

APPLICATION FORM FOR APPT OF PLACEMENT OFFICER
(ON CONTRACTUAL BASIS)
(TO BE FILLED BY EXSERVICEMEN ONLY)

1. IC No _____ Rank _____ Name _____
2. Arms/ Service _____
3. Date of Enrolment/Commission _____
4. Date of Retirement _____ Re-employment _____, If yes date of relinquishment _____
5. Date of Birth _____ Age as on 15 Jan 2024 _____
6. Education Qualifications _____
(a) Additional Qualification _____
7. Marital Status _____
8. Details of Family _____
9. Permanent Home address (in Block letters) _____

10. Address for Correspondence _____

Mob No _____ E-mail id _____
11. Work Experience in various establishments _____

12. Your strong points for suitability for the post of Placement Officer at AIL Mohali ?

Place : _____

Dated: _____

(Signature of the applicant)