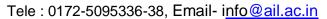


ARMY INSTITUTE OF LAW SECTOR-68, MOHALI - 160062





SITUATION VACANT

OFFICE SUPERINTENDENT

- 1. **Type of Post**: Contractual
- (1 year Contract with 3 months on probation, based on requirement, contract could be extended to maximum of three years)
- 2. **Age** : Upto 55 years of age at the entry level and medically fit (preferably SHAPE-1)
- 3. **Mandatory**: (a) Minimum Graduate in case of civilian. 5-10 years **Qualifications/** experience in Office Management, account handling as Head **Experience** Clerk with high proficiency in staff duties and drafting experience.
 - (b) Computer Savvy MS Office etc.
 - (c) Should not have any disciplinary case against in his entire service.
- 4. **Preference**: Preference will be given to ESM Clerk category (JCO)
- 5. **Pay & Allowances**: Rs. 26,450/- pm (consolidated).
- 6. Candidates will be put through Written and Typing test followed by an interview.
- 7. <u>How to Apply</u>. Eligible candidates may apply on prescribed form available at College Website by 24 Aug 2024 along with copies of academic and experience certificates.

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 OFFICE SUPDT (ON CONTRACTUAL BASIS)

Paste recent photograph

1.	Name (in bl	ock letters)			
2.	Father's /Husband's Name (in block letters)				
3.	Present pos	stal address (in block	letters) along	with Tel. No and	E-mail
4.	Permanent Home address (in block letters)				
5.	(a) National	ity			
	(b) Marital S	Status			
6.	Date of Birtl	n			
7.	Educational application		se attach one	set of attested co	pies alongwith original
Exam		Univ / Board	Year of passing	Grade// Percentage	Remark
Matric	;				
10+2					
B.A /N	1.Com				
MA/M	.Com				
Any o	ther Exam				
Knowl Comp	edge of uter				

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

9. Work experience as Head Clerk in Army units/ formations HQs. (For ESM only) :-

Unit/ Formations served	Per	od	Appointment held	Remarks
	From	То		

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

Name of Employer	Post held	Pay Scale	y Period Ile		Brief Description of	Reasons for
			From	То	Duties	Leavings

Total Working Experience =

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

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Add	itional Information (if any).					
List	of Enclosures.					
(a)	Matriculation Certificate	(b)	Graduation Certificate			
(c)	Discharge Book (For ESM only)	(d)	ID Residence proof			
(e)	Experience Certificates	(f)	Adhar Card			
(g)		(h) _	(1)			
_	(Any other Certificate)		(Any other Certificate)			
Dec	laration. I solemnly declare that :-					
(a) (b)	The above information is compl I have never been disqualified fexamination.		d correct. niversity work/appearing in any University			
(c)	I have never been dismissed either from Govt or from University, College or other publi or Private Organization Service.					
(d)	<u> </u>	kept ui	nder detention or bound down/fined, convicted b			
lace :						
			(Signature of the applicant)			