



ARMY INSTITUTE OF LAW  
SECTOR-68, MOHALI - 160062  
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**SITUATION VACANT**

**WALK-IN-INTERVIEW : CLERK (LDC)**

1. **Type of Post** : Contractual  
(3 months Contract, against Leave Vacancy)
2. **Age** : Below 53 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.21,250/-pm (Consolidated).
6. Each candidate reporting for Walk-in-Interview will be put through Written and Typing test followed by interview.
7. Interested candidates may report to this Institute alongwith Original and photocopy of their biodata & supporting documents between 10.30 A.M. to 12.30 P.M. on any day from **09 Oct 2024** to **10 Oct 2024**.
8. No TA/DA is admissible.

Principal