



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



SITUATION VACANT : CLERK (LDC)
FOR HQ WESTERN COMMAND (Ord Branch)

1. **Type of Post** : Contractual
(1 year Contract with 3 months on probation)
2. **Age** : Below 53 years for ESM and 45 years for others
and medically fit for the job description.
3. **Place of Work** : HQ Western Command (Ord Branch), Chandimandir
4. **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.
5. **Preference** : Preference will be given to ESM candidates.
6. **Pay & Allowances:** Rs.21,250/-pm (Consolidated).
7. Candidates will be put through Written and Typing test followed by an interview.
8. **How to Apply.** Eligible candidates may apply on prescribed form available at
College website by 25 Jul 2024 along with copies of academic and experience
certificates.
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) FOR HQ WEST COMD CHANDIMANDIR

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	University / 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
			From	To		

Total Working Experience =

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

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)