



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 Qualifications/ Experience** : (a) Minimum Graduate in case of civilian. 5-10 years experience in Office Management, account handling as Head 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. **How to Apply.** Eligible candidates may apply on prescribed form available at College Website by 20 Jun 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 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// Percentage	Remark
Matric				
10+2				
B.A /M.Com				
MA/M.Com				
Any other Exam				
Knowledge of Computer				

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	Period		Appointment held	Remarks
	From	To		

10. 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 =

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

12. Additional Information (if any). _____

13. 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) _____
(Any other Certificate) | (h) _____
(Any other Certificate) |

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 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)