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

Tele : 0172-5095336-38, Email- [info@ail.ac.in](mailto:info@ail.ac.in)



**SITUATION VACANT**  
**PLACEMENT OFFICER**

1. **Type of Post** : Contractual  
( 3 yrs Contract including 1<sup>st</sup> yr on probation )
2. **Age** : Below 60 years as on 01 Aug 2022.
3. **Mandatory Qualifications/ Experience** : Post Graduate with minimum 03 years experience in the Corporate Sector.
4. **Preference** will be given to candidates with LLB/ LLM/ MBA/ PGDM/ PGDCA and ESM.
5. **Pay & Allowances**: Rs.56,000/-pm (Consolidated)
6. **How to Apply**. Download the Application Form from the AIL website. Applicants to send the duly filled application form along with supporting documents to the undersigned **by 01 Aug 2022 till 5 P.M.**
7. Only shortlisted candidates will be called for interview. No TA/DA is admissible.

**Principal**

*Send candidates to for...*

**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) \_\_\_\_\_ (j) \_\_\_\_\_

14. Déclaration:

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.

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 01 Aug 2022 \_\_\_\_\_
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)