

ARMY LAW COLLEGE, PUNE

Old Pune-Mumbai Highway (NH-4),
Saibaba Sewadham, Kanhe, Pune- 412106

Phone No: 9168513509, Website: www.alcpune.com

An Institution of Army Welfare Education Society (AWES)

Affiliated to SPPU and Approved by BCI & Government of Maharashtra
(Permanently Non- Aided College)

WALK IN INTERVIEW

Walk-in-interview of eligible candidates for the following contractual posts, on ad hoc basis for one year will be held at Army Law College, Pune on **16 May 2024**:-

Post	No. of Vacancies	Qualification	Date of Interview
Account Clerk	01- Open to All	B.Com/Army Graduate (Ex-serviceman Clerk) proficient in account duties. Preference will be given to candidate having proficiency in Tally, MS Excel & MS Word. Should have knowledge of preparation of reports & returns in MS Excel and drafting various accounts related Minute Sheets, claims, salary and EPF related work, Tax related documentation, budget & audit reports. Preference will also be given to Army Ex-serviceman having experience of atleast 5-10 years in handling accounts.	16 May 2024
Library Attendant	01- Open to All	12th Pass/HSC. Ex-servicemen will be given preference. Experience as Library attendant in any educational institution will be preferred. The individual should be capable for administrative duties in the campus.	
Nursing Assistant	01 - Open to All	Minimum BSC (Nursing) / Army Graduate/ recognized Nursing Diploma with minimum working experience of 03 years as Nursing Assistant/OTA/ Pharmacist in Military/Civil Hospitals. Ex-serviceman Nursing Assistant/MNS will be given preference. Individual should be proficient in first aid. He/she will be responsible for management of Medical Room & supervision related to hygiene & sanitation in the campus.	

Note: Candidates shall carry application along with Biodata and scanned copies related to education/eligibility conditions/work experience certificates, 02 passport photographs and ESM shall carry their PPO / Discharge Book at the time of interview. The consolidated pay scales & service conditions shall be as per the AWES policy. Candidates should report at **9.30 AM on 16 May 2024** at Army Law College campus at Kanhe, Pune. No TA/DA will be admissible for move for interview.

(Mr. Ganeshappa Deshmane)
Principal-in-Charge