

ARMY COLLEGE OF MEDICAL SCIENCES (ACMS)**NEAR BASE HOSPITAL, DELHI CANTT-110010****(www.theacms.in, Email: acms@awesindia.edu.in, Tele: 011-25687644)****RECRUITMENT OF ACADEMIC SUPPORT AND ADMINISTRATIVE STAFF**

Dean Army College of Medical Sciences (ACMS), Delhi Cantt invites application from suitable candidates for the following posts on full time term based contractual in Army College of Medical Sciences:-

Post	Vacancies	Consolidated Pay	Education Qualification
Lower Division Clerk	03	Rs 25,500/- pm	(i) The applicant should be a graduate and computer literate with three years' experience in a reputed organisation, preferably in an educational institution. Incase of an ESM the applicant should have had 10 years of service as a clerk in the Army. (ii) Age should be below 50 years (55 Years for JCOs) for ESM and 45 years for others as on 01 May 2025. The applicant should be medically fit for the job description. (iii) Typing speed should be 30 WPM on computer and should possess basic knowledge of accounts. (iv) Should not have any disciplinary history while in service or otherwise.
Account Supervisor	01	Rs 36,500/- pm	(i) The applicant should be a commerce graduate and computer literate with 10 years' experience in handling of accounts in a reputed organisation, preferably in an educational institution. In case of an ESM the applicant should have had 15 years of service as Clerk in the Army and/or including 10 years as an accounts clerk. (ii) Age should be below 55 years as on 01 May 2025. The applicant should be medically fit for the job description. (iii) Typing speed should be at least 50 WPM on computer and should be able to maintain accounts on an accounts software such as Tally, etc. (iv) Should not have any disciplinary history while in service or otherwise.
Care Taker	01	Rs 26,300/- pm	(i) Individual should have rendered minimum 15 years of service, should be a Hav/JCO. (ii) Should not have attained age of 53 years as on 01 May 2025. (iii) He should be willing to stay in Hostel and ESM served as instructor in Class A establishment will be preferred. (iv) Should not have any disciplinary history while in service or otherwise.
Driver Heavy Vehicle	01	Rs 25,500/- pm	(i) Matriculate or an ESM with Heavy Duty and Commercial Driving Licence with Badge. (ii) Should not have attained age of 53 years as on 01 May 2025. (iii) Candidate with experience and good driving skills will be given preference. (iv) Should not have any disciplinary history while in service or otherwise.

How to apply - Apply to Dean, ACMS alongwith hard copy of CV and supporting documents by 1000hrs on 05 May 2025.

Selection Procedure - Only short listed candidates will be called to appear for interview and no TA/DA will be paid.

Terms and Conditions - Appointment will be contractual. No accommodation is available.


Dean, ACMS