

ARMY LAW COLLEGE, PUNE

Old Pune-Mumbai Highway (NH-4),

Saibaba Sewadham, Karhe, 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 **18 Feb 2025**:-

Post	No. of Vacancies	Qualification
Accountant	01- Open to all	Candidate should be B.Com / Army Graduate Ex-Servicemen, with typing speed of 50 wpm, having good experience in drafting, ledgering & accounting procedures including handling of accounts on Excel, Tally/ERP modules. Minimum three years experience in handling of accounts of Educational Institutions/Professional Organisations will be preferred. Preference will be given to Ex-Servicemen having relevant job experience.
Network Administrator	01- Open to all	Preferably B.Sc (Computer) BCA/MCA/ B.Tech (Computer). Ex-servicemen should be qualified on EDP/Advance IT Course. To be proficient with software & hardware solutions of computer, testing of computer, testing and maintaining online data bases, network management, and technical support is essential. Experience in maintenance of LAN and web designing is preferred. Preference will be given to Ex-Servicemen.
Warden Boys Hostel	01 - Open to all	Candidate should be minimum Graduate/Army Graduate, preferably Ex-servicemen & to be medically fit. Warden will stay in campus accommodation. He will be responsible for inventory management, supervision of maintenance works of buildings, generators, student mess and performing any other administrative tasks of institution. Preference will be given to Ex-servicemen JCO/NCO of Indian Army with experience as Instructor in Category A/B Establishment/Regimental Central APT/ NCC Units.
Library Attendant	01- Open to all	12th Pass/HSC. Ex-servicemen will be given preference. Experience as Library attendant in any College/institute will be preferred. The individual should be physically fit to maintain the library assets and related administrative duties.
Academic Clerk	01- Open to all	Graduate/Army Graduate proficient in clerical duties. Preference will be given to Ex-servicemen JCO/NCO Clerk having experience of minimum 15 years as Clerk (Staff Duties). Experience in handling of Academic Clerk duties of any College/University will be preferred.

Note: Candidates shall carry application along with Biodata and scanned copies related to education/eligibility conditions/work experience certificates, 02 passport photographs and Ex-Servicemen 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 **18 Feb 2025** at Army Law College campus at Karhe, Pune. No TA/DA will be admissible for move for interview.

Principal
Army Law College, Pune