

ARMY LAW COLLEGE, PUNE

Old Pune-Mumbai Highway (NH-4),
Saibaba Sewadham, Kanhe, Pune- 412106
Phone No: 02114-297339/297338, 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)

RECRUITMENT OF CONTRACTUAL / AD HOC ADM & GP D STAFF

1. Applications are invited from eligible candidates for the following contractual / ad hoc posts at Army Law College Pune:-

S/No	Post (Contractual or Ad hoc)	No of Vacancies	Qualification	Consolidated Salary per month (In Rupees)
1.1.	Warden Boys Hostel (Male) (Contractual)	02-Open to All Preference will be given to Ex-serviceman (ESM) Candidate. In case non availability of suitable ESM candidate civilian candidate will be considered.	Candidate should be minimum Graduate/Army Graduate, preferably Ex-serviceman & to be medically fit. Warden will stay in campus accommodation. He will be responsible for inventory management, supervision of maintenance works of building, generation, student mess and performing any other administrative tasks of institution. Preference will be given to Ex-serviceman JCO/NCO of Indian Army with experience as Instructor in Category A/B Establishment/ Regimental Centre/ APT/ NCC Units.	₹ 30,000/-
1.2.	Warden Girls Hostel (Female) (Contractual)	02-Open to All Preference will be given to Ex-serviceman (ESM) Candidate/Var Nari. In case non availability of suitable ESM/Var Nari candidate civilian candidate will be considered.	Minimum Graduate/Diploma in Nursing/Catering/ Sports discipline. Warden to stay in campus accommodation. Responsibilities include student facility management, inventory management, kitchen & maintenance works in hostel premises, student mess and related administration tasks. Preferred candidate with experience of managing NGOs/Girls Hostel/ Academic Institution. Var Nari/wife of serving/retired Army personnel will be given preference.	₹ 30,000/-
1.3.	Accountant (Contractual)	01- Open to all Preference will be given to Ex-serviceman (ESM) Candidate. In case non availability of suitable ESM candidate civilian candidate will be considered.	B.Com Graduate/ Army Graduate proficient in account duties. Preference will be given to candidate having proficiency in Tally, MS Excel & MS Word. Should have knowledge of preparation of Budget, Reports & Returns in MS Excel and drafting various accounts related Minute Sheets, Claims, Salary and EPF related work. Tax related documentation, audit reports. ESM having experience of atleast 5-10 years in handling of accounts will be preferred.	₹ 21,500/-
1.4.	Academic Clerk (Contractual)	01- Open to all Preference will be given to Ex-serviceman (ESM) Candidate. In case non availability of suitable ESM candidate civilian candidate will be considered.	Graduate / Army Graduate (Staff Duty Clerk). Proficient in clerical duties and good drafting knowledge. Good knowledge of Computer including MS Word, Excel, Power Point and Experience in handling of Academic Clerk duties of any College/University will be preferred.	₹ 12,500/-
1.5.	Admin Clerk (Contractual)	01- Open to all Preference will be given to Ex-serviceman (ESM) Candidate. In case non availability of suitable ESM candidate civilian candidate will be considered.	Preferably Ex-serviceman, Graduate/Army Graduate proficient in clerical duties. Preference will be given to Army ESM having minimum 15 years experience as Clerk SD/SKT or experience in QMR's Branch/Station Headquarters dealt with Land acquisition and communication related works.	₹ 21,250/-
1.6.	Clerk PA (Contractual)	01- Open to all Preference will be given to Ex-serviceman (ESM) Candidate. In case non availability of suitable ESM candidate civilian candidate will be considered.	Graduate/Army Graduate. ESM JCO/NCO having experience as PA in ASC Corps or Clerk (SD) in AHQ/other Arms will be preferred. Proficiency in Computer knowledge of MS Word, Excel, Power Point and experience in office automation is desirable. Knowledge of short hand will give additional weightage. Fluency in English & Marathi speaking and knowledge of drafting of various papers is desirable. Knowledge of University, UGC, BCI & academic correspondence is desirable. Duties of PA involves liaising, and mail communication with authorities & handling the task record and maintaining Principal's Office, admin and academic record.	₹ 12,500/-
1.7.	Network Admin (Contractual)	01- Open to all Preference will be given to Ex-serviceman (ESM) Candidate. In case non availability of suitable ESM candidate civilian candidate will be considered.	Preferably B.Sc. (Computer) / BCA/MCA/ B.Tech (Computer). Ex-serviceman should be qualified on HPD/Advance IT Course. To be proficient with software & hardware solutions of computer, testing of computer, testing and maintaining online data base, network management, and technical support is essential. Experience in maintenance of LAN and web designing is preferred.	₹ 23,150/-
1.8.	Nursing Assistant (Contractual)	01- Open to all Preference will be given to Ex-serviceman (ESM) Candidate. In case non availability of suitable ESM candidate civilian candidate will be considered.	Minimum BSc (Nursing)/Army Graduate/ recognized Nursing Diploma with minimum working experience of 03 years as Nursing Assistant/OTA/Pharmacist in Military/ Civil Hospitals/MS. The seat is reserved for ESM. She should be proficient in first aid. She will also be responsible for management of Medical Room & supervision related to hygiene & sanitation in the campus.	₹ 26,450/-
1.9.	Library Assistant (Contractual)	01- Open to all Preference will be given to Ex-serviceman (ESM) Candidate. In case non availability of suitable ESM candidate civilian candidate will be considered.	12th Pass/HSC. Ex-serviceman will be given preference. Experience as Library assistant in any College/Institute will be preferred. The individual should be physically fit to maintain the library assets and related administrative duties.	₹ 21,500/-
1.10.	PI Staff/NCC (Ad hoc)	01- Open to all Preference will be given to Ex-serviceman (ESM) Candidate. In case non availability of suitable ESM candidate civilian candidate will be considered.	Retired JCO/NCO of the Indian Army having age below 45 Years. The JCO/NCO should be qualified on Drill Centre and Weapons Training Course at Category 'A' Establishment or respective Regimental Centre, Minimum 02 Yrs experience as PI Staff at NCC Bunkers or Instructor at Regimental Centre/Category 'A' Establishment is mandatory.	₹ 25,000/-
GP D STAFF				
1.11.	Drivers (Male) Skilled (Ad hoc)	04- Open to all Preference will be given to Ex-serviceman (ESM) Candidate. In case non availability of suitable ESM candidate civilian candidate will be considered.	Minimum VII standard pass / Army Graduate. Ex-serviceman qualified on NCO's Transport Supervisor Course. Proficient to drive light vehicle & passenger bus. Only qualified driver with LMV/ HMV license and 5 years experience. Selected candidate should be willing to be employed for alternative administrative task at College when not committed to driving duties. The Drivers will be responsible for maintenance of College Bus, Car & other vehicle as well as documentation of the vehicles.	₹ 13,500/-
1.12.	Peon (Male) Unskilled (Ad hoc)	04- Open to all Preference will be given to Ex-serviceman (ESM) Candidate. In case non availability of suitable ESM candidate civilian candidate will be considered.	Preferably 10th/SSC Pass. ESM of Soldier (GD) trade will be preferred. Experience as peon in any Educational institute / office / organization will be given weightage. The Peon will be employed as Multi Tasking Staff (MTS) on administrative duties in the campus.	₹ 11,500/-
1.13.	Gardeners (Male) Skilled (Ad hoc)	02- Open to all Preference will be given to Ex-serviceman (ESM) Candidate. In case non availability of suitable ESM candidate civilian candidate will be considered.	Educated. Should be capable of reading and writing English, Hindi & Marathi. Experience in landscape gardening, maintenance of arboriculture & garden in an institution /college campus will be given preference.	₹ 11,500/-
1.14.	Electricians (Male) Skilled (Ad hoc)	02- Open to all Preference will be given to Ex-serviceman (ESM) Candidate. In case non availability of suitable ESM candidate civilian candidate will be considered.	Candidate should be qualified ITI diploma holder in Electrical Engineering or related discipline having minimum experience of 2 years with proficiency in repair & maintenance of electrical equipment / devices in an institution or Municipal establishment. ESM of Electrician trade will be preferred.	₹ 20,850/-
1.15.	Plumber (Male) (Ad hoc)	01- Open to all Preference will be given to Ex-serviceman (ESM) Candidate. In case non availability of suitable ESM candidate civilian candidate will be considered.	Candidate should be 12th pass with one-year certificate or diploma course in the trade of Plumbing ITI having minimum experience of 2 years with proficiency in plumbing work in any Municipal establishment/ Educational campus/hostel.	₹ 20,850/-
1.16.	Hostel Attendants (Boys Hostel) (Male) (Ad hoc)	02- Open to all (Male) Preference will be given to Ex-serviceman (ESM) Candidate. In case non availability of suitable ESM candidate civilian candidate will be considered.	Candidate should be minimum 12th pass & willing to stay in campus accommodation during night duties. Preferred candidate with experience of managing NGOs/Boys Hostel/ Academic Institution. Preference will be given to ex-serviceman.	₹ 11,500/-
1.17.	Hostel Attendants (Girls Hostel) (Female) (Ad hoc)	02- Open to all (Female) Preference will be given to Ex-serviceman (ESM) Candidate/Var Nari. In case non availability of suitable ESM/ Var Nari candidate civilian candidate will be considered.	Candidate should be minimum 12th pass & willing to stay in campus accommodation during night duties. Candidate with experience of managing NGOs/ Girls Hostel/ Hostel in Academic Institution will be preferred.	₹ 11,500/-

2. On successful completion of probation period, contractual appointment will be for 03 (three) years inclusive of probation period. All the Ad hoc appointments will be for 09 (nine) months only.

3. Candidates shall submit their application along with biometric and scanned copies related to education/eligibility conditions/work experience certificates, 02 passport photographs and Ex-servicemen shall submit their copy of PPO / Discharge Book & proficiency certificates alongwith biometric by 11 March 2026. The consolidated pay scales & service conditions shall be as per the AWES policy.

4. Our advertisement published on 27 Sep 2025 for various posts stands CANCELLED. Candidates who already sent their application in response to the advertisement dt 27 Sep 2025 needs to apply fresh.

5. Only eligible candidates will be called for interview and call up letters will be sent on their emails mentioned in biometric.

6. No TA/DA is admissible for attending the interview.

Principal
Army Law College Pune