

# 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 02 Aug 2022:

Post	No of Vacancies	Qualification	Date of Interview
Office Superintendent	01 - Open to all	Graduate/Army Graduate proficient in clerical duties/office management. Preference will be given to Army Ex-servicemen (JCO/NCO) having experience of atleast 15 years as Staff Duty Clerk.	02 Aug 2022 (10 am onwards)
Estate Supervisor	01 - Open to all	Graduate/Army Graduate. Preference will be given to Army Ex-servicemen (JCO/NCO) having experience as Store Keeper/Technician in handling of stores & equipment, ledgering, accounting of stores. ESM JCO/NCO with experience atleast 15 years is preferred.	
Warden Girls Hostel	01-Female Open to all	Candidate should be minimum Graduate/Diploma in Nursing/Catering/ Sports discipline/ Education. Warden to stay in campus accommodation. Responsibilities include student facility management, inventory management, upkeep & maintenance works in hostel premises, student mess and related administration tasks. Preferred candidate with experience of managing NGO/Girls Hostels/ Academic Institution, Veer Nari/ wife serving/retired army personnel will be given preference.	
Library Attendant (Peon)	01 - Open to all	12th Pass/HSC. Ex-servicemen will be given preference. Experience as Library attendant / peon in any educational institution will be preferred. The individual may be tasked for Peon/administrative duties in the campus.	
Peon	01 - Open to all	10th Pass/SSC. Ex-servicemen will be given preference. Experience as peon in any office/organization will be given weightage. The Peon will be employed as Multi Tasking Staff (MTS) on administrative duties in the campus.	

**Eligibility:** 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 02 Aug 2022** at Army Law College campus at Kanhe, Pune.

(Dr. Shashikant Hajare)  
Principal