

Tele: 9281422911

Army College of Dental Sciences
Chennapur-CRPF Road
Jawahar Nagar Post
Secunderabad – 500 087

328/ACDS/02 /Est

11 Feb 2025

Army Placement Node
Secunderabad

RECRUITMENT OF ADM STAFF ON CONTRACTUAL BASIS

1. Army College of Dental Sciences, Secunderabad is looking to employ suitable ESM in the following vacancies :-

(a)	UDC(ACCOUNTANT)	-	01
(b)	Assistants / LDC	-	02
(c)	Receptionist	-	02
(d)	Driver	-	01
(e)	Warden (Girls' Hostel)	-	01
(f)	I/C Stores	-	01
(g)	Network Admin	-	01

2. QR for the above appts are as under :-

(a) **UDC (Accountant).**

- (i) Graduate or ten years of service as a clerk (for Ex-Servicemen) Computer literate (MS Office, Tally Software etc).
- (ii) Medically fit (preferably SHAPE-I).
- (iii) Should not have any disciplinary case.
- (iv) Educational Qualification – Graduate and Computer Savy with Tally.
- (v) Entry level consolidate salary Rs 20,750/- per month.
- (vi) Appt will be on adhoc/three years contractual basis with initial probation of one year.

(b) **Assistants/ LDC.**

- (i) Graduate or ten years of service as a clerk (for Ex-Servicemen) Computer literate (MS Office etc).
- (ii) Medically fit (preferably SHAPE-I)
- (iii) Should not have any disciplinary case in his entire service.
- (iv) Educational Qualification – Minimum Graduate in case of Civilian.
- (v) Typewriting with a minimum speed of 30WPM.
- (vi) Basic knowledge of accounting.
- (v) Entry level consolidate salary Rs 15,870/- per month.
- (vi) Appt will be on three years contractual basis with initial probation of one year.

(c) **Receptionist.**

- (i) Educational Qualification – Minimum 12th or equivalent pass.
- (ii) Medically fit (preferably SHAPE-I).
- (iii) Should not have any disciplinary case.
- (iv) Computer knowledge of MS Office.
- (v) Entry level consolidate salary Rs 15,870/- per month.
- (vi) Appt will be on three years contractual basis with initial probation of one year.

(d) **Driver.**

- (i) Educational Qualification – Retired Army Personnel, Min 10th +2 pass with heavy vehicle driving license.
- (ii) Medically fit (preferably SHAPE-I).
- (iii) Should not have any disciplinary case.
- (iv) Entry level consolidate salary Rs 12,700/- per month.
- (v) Work Experience required min 5 years.
- (vi) Additional Benefits Offered. Residential Accommodation will be provided & should stay in College Complex.
- (vii) Appt will be on adhoc/three years contractual basis with initial probation of one year.

(e) **Warden (Girls' Hostel).** Only female candidate who are ready to reside inside the campus should apply. Qualifications are as under :-

- (i) Graduate from any stream.
- (ii) Medically and physically fit.
- (iii) Knowledge of First Aid preferred.
- (iv) Experience would be preferred.

(f) **In Charge Stores.**

- (i) Graduate or ten years of service as a SKT (for Ex-Servicemen) Computer literate (MS Office).
- (ii) Medically fit (preferably SHAPE-I).
- (iii) Should not have any disciplinary case.
- (v) Entry level consolidate salary Rs 15,870/- per month.
- (vi) Appt will be on adhoc/three years contractual basis with initial probation of one year.

(g) **Network Admin Knowledge/ Responsibilities.**

- (i) **Installation and Configuration of Network Devices and Software.**
 - (aa) Set up servers, firewalls, routers, switches, and other network devices.
 - (ab) Install a network infrastructure to meet the needs of the organization.
- (ii) **Network upkeep and monitoring.**
 - (aa) Monitor Network Performance to guarantee dependability and availability.
 - (ab) To maintain systems operating efficiently, undertake routine maintenance and performance testing.
- (iii) **Troubleshooting and Problem Solving.**
 - (aa) Identify and fix problems with hardware, software, and other aspects of the network.
 - (ab) Assisted and supported users with technical network issues.
- (iv) **Management of Security.**
 - (aa) Establish and oversee network security measures to guard against data breaches, cyber attacks, and unauthorized access.
 - (ab) Observe security events and vulnerabilities and take appropriate action.
- (v) **User Authorization and Access.**

(v) User Authorization and Access.

(aa) Oversee user access controls, which include creating new user accounts and allocating the proper rights.

(ab) Verify adherence to the policies and procedures regarding access control.

(vi) Restore and Backup.

(aa) Make sure network data is available and intact by regularly backing up your data.

(ab) Create and carry out disaster recovery plans to reduce data loss and downtime.

3. You are requested to inform the recent pensioners suitable for the above mentioned posts, who have exemplary service record and instruct them to fwd their CV/ Resume by email to acds.est@gmail.com or by post to the above address by **28 Feb 2025**.


(Col Anil Kumar Gupta (Retd))
Registrar

Copy to :-

Rajya Sainik Board 2nd floor,
Sainik Aramghar Complex,
Surya Nagar Colony Hyderabad -500082

HQ 1 EME Centre, Secunderabad

HQ AOC Centre, Secunderabad

HQ Arty Centre, Hyderabad

EME Records, Secunderabad

AOC Records, Secunderabad

For info and necessary action.