

Tele: 8978575429

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

328/ACDS/ 07 /Est

24 Jul 2024

**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) | Assistants / LDC  | - | 02 |
| (b) | Receptionist      | - | 04 |
| (c) | Dental Technician | - | 01 |
| (d) | Attendant         | - | 10 |

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

(a) **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.


(b) **Receptionist.**

- (i) Educational Qualification – Minimum 12<sup>th</sup> or equivalent pass..
- (ii) Medically fit (preferably SHAPE-I).
- (iii) Should not have any disciplinary case.

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- (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.
- (c) **Dental Technician.**
- (i) Diploma in Dental Mechanic/Technician upto the age of 53 years.
  - (ii) Medically fit (preferably SHAPE-I).
  - (iii) 03-10 years experience in Dental Mechanic/ Technician.
  - (iv) Educational Qualification – Intermediate Education.
  - (v) Should not have any disciplinary case in his entire service.
  - (vi) Entry level consolidate salary Rs 19,100/- per month.
  - (vii) Appt will be on three years contractual basis with initial probation of one year.
- (d) **Attendant.**
- (i) Educational Qualification – Minimum Matriculation or equivalent pass.
  - (ii) Medically fit (preferably SHAPE-I).
  - (iii) Should not have any disciplinary case.
  - (iv) Entry level consolidate salary Rs 12,700/- per month.
  - (v) General cleanliness & upkeep of the Section.
  - (vi) Carrying of files & other papers within the building.
  - (vii) Photocopying.
  - (viii) Appt will be on three years contractual basis with initial probation of one year.

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.careers@gmail.com](mailto:acds.careers@gmail.com) or by post to the above address by **30 Jul 2024**.

  
(Col Anil Kumar Gupta (Retd))  
Registrar