

VACANCY NOTICE FOR THREE POSTS OF MULTI-TASKING STAFF(MTS)
ON AD HOC BASIS

National Academy of Medical Sciences (NAMS) is a society registered under Society Act 1962 invites applications from Indian citizens for three posts of MTS on Ad hoc basis on the following terms & conditions:

1. These ad hoc posts will be for 89 days, and can be renewed on a need basis.
2. These Posts may be terminated with notice of 7 days or salary in lieu of.
3. The pay is consolidated Rs. 30,000/- to Rs.35,000/- per month depending upon qualifications & work experience , No other allowances of any kind.
4. Travel/conveyance may be given as and when required on actual basis.
5. MTS may be given any task as and when required by the Administration.

Eligibility Conditions:

- Minimum qualification 10 Pass, from a recognised board. Reading and writing of English and Hindi. Experience of handling MTS job in an organization on Adhoc/Contract minimum for one year.
- Basic knowledge to operate a computer.

Desirable Conditions:

Possess technical skill any one of the following:

- i. Basic electric/plumbing repair
- ii. Gardening
- iii. Valid Driving License of 4 wheeler

Nature of Duties:

Physical maintenance of records of the Section, Assisting in routine office work diary, dispatch etc, Delivering of Dak (outside the office, watch & ward duties, Opening & Closing of rooms, Cleaning/dusting of office rooms, Any other work assigned by the superior Authority.

Age Limit:

- Between 18 years to 25 years; Age relaxation of upper age limits as per Government of India Policy.

Selection Process through personal discussions with applicant

Application: Hard copy of Application duly supported with attested copies of certificate & work experience should reach The Secretary National Academy of Medical Sciences, Ansari Nagar, Ring Road, New Delhi-110029 by 10.4.2026 up to 5 PM.

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APPLICATION FORM

NAME OF THE POST APPLIED FOR

NAME:

DOB:

CATEGORY:GEN/SC/ST/OBC

EDUCATION QUALIFICATION:

EXPERIENCE:

LAST POST HELD:

CONTACT DETAILS –

EMAIL

MOBILE:

Please attach attested copies of qualification and work experience

Signature

Name of the Candidate

Address:

