

VACANCY NOTICE FOR TWO POSTS OF LOWER DIVISION CLERK (LDC)

ON AD HOC BASIS

National Academy of Medical Sciences (NAMS) is a society registered under Society Act 1962 invites applications from Indian citizens for TWO posts of LDC on Ad hoc basis on the following TERMS & CONDITIONS:

1. These ad hoc posts will be for 89 days, 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. 35,000/- to Rs.40,000/- 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. LDC may be given any task as and when required by the Administration.

Eligibility Conditions:

- Minimum qualification 12 Pass, from a recognised board/ university. Reading and writing of English and Hindi.
- Proficiency in typing (35 w.p.m. English/30 w.p.m. Hindi)
- Basic knowledge of computer operations (e.g., MS Office, Internet)

Desirable Conditions:

- Experience of working in autonomous organization on Adhoc/Contract for minimum of one year.

Nature of Duties:

Typing official letters, taking notes, reports, and memoranda, Maintaining the Files, records & registers, Preparing draft routine letters, reports, and statements, Entering, updating, and maintaining data on computers, assisting in Website Maintenance and updating information on official portals,

Age Limit:

- Between 18 years to 27 years; Age relaxation of upper age limits as per Government of India Policy.

Selection Process

through written test (MCQs) covering General Awareness, Intelligence, Math, and Languages, followed by a mandatory typing skill test (35 wpm English/30 wpm Hindi) Document verification.

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:

PROFICIENCY IN TYPING

EXPERIENCE:

LAST POST HELD:

CONTACT DETAILS

EMAIL

MOBILE:

Please attach attested copies of qualification and work experience

Signature

Name of the Candidate

Address:

