

Vacancy Notice

Important Dates

Date of Submission of Application: 04.06.2024

Last Date of receipt of Application: 14.06.2024

Date of Test/Interview of shortlisted candidates: 19.06.2024

National Academy of Medical Sciences (NAMS) is a society registered under Society Act 1962 invites applications from Indian citizens for one post of MTS on Adhoc basis for 1 year:

Name of Post	Group	Pay Matrix Level	No. of Vacancy
MTS (Adhoc)	C	1	1

Eligibility Conditions:

- Minimum qualification 10+2 Pass, Reading and writing of English and Hindi. Experience of handling MTS job in autonomous organization on Adhoc/Contract minimum for two years.
- Basic knowledge to operate computer.

Desirable Conditions:

Possess technical skill any of the following:

- i. Basic electric/plumbing repair
- ii. Gardening, maintain of Plants area
- iii. Driving License of 4 wheeler with a valid license

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, All other work assigned by the superior Authority.

Age Limit:

- Between 18 years to 30 years; Age relaxation of upper age limits as per Government of India Policy for SC/ST i.e, 5 years and for OBC is 3 years.

Selection Process through Interview:

Application:

- Hard copy of Application duly supported with self-attested copies certificates should reach by 14.06.2024 up to 3 PM.

Shortlisted candidates will be informed through the email for the test.

APPLICATION FORM

NAME:

DOB:

CATEGORY: **GEN/SC/ST/OBC**

EDUCATION QUALIFICATION:

EXPERIENCE:

LAST POST HELD:

CONTACT DETAILS - EMAIL/MOBILE:

SIGNATURE

DATE:

NAME OF CANDIDATE

ADDRESS: _____
