

ADVERTISEMENT

EMPLOYMENT UNDER ESR 2023 : CLERK-CUM-TYPIST (ESM)

1. A Retired JCOs/ NCOs from Indian Army is to be employed at AWHO to perform the duties of Clerk-cum-Typist on contractual basis. The criteria is given in succeeding paras.
2. Should have served as JCOs/ NCOs and have duly retired from military service after normal and prescribed age of retirement or duly discharged or released on completion of terms of engagement. Personnel who have been dismissed from military service or discharged from military service being undesirable will not be appointed under any circumstances. Essential and Desirable Qualitative Requirement are as under :-

<u>Essential</u>	<u>Desirable</u>
(a) Retd JCOs/ NCO from Indian Army.	(a) Ability to perform a wide range of clerical duties including maintaining files/ updating record on regular basis.
(b) Should not have been awarded any red ink entry during Army Service.	
(c) Possess good written and oral communication skills.	
(d) Proficient computer skills, including Microsoft Office Suite (Word, Power Point, and Excel).	
(e) Medical category upto SHAPE-II (less S factor).	

3. **Age**. Maximum age as on **30 Apr 2025** : Below 55 Yrs for ESM.
4. **Compensation**. Total consolidated compensation will be ₹ 36,250/- per month.
5. Candidates may send their application as per prescribed format available at AWHO website www.awhosena.in to Director (Administration), Army Welfare Housing Organisation, South Hutments, Rajaji Marg, Kashmir House, New Delhi- 110 011 (Tele :011 23017147) through post or e-mail (adm05@awhosena.org/ diradm@awhosena.in), so as to reach this office latest by **30 Apr 2025**. Only shortlisted candidates will be called for interview. No TA/DA will be admissible.
6. Decision of HQ AWHO shall be final.

Adm Sec File No B/03001/Emp-Sub/AWHO dt 04 Apr 2025