

ATOMIC ENERGY CENTRAL SCHOOLS, HYDERABAD
D.A.E. Colony, ECIL Post, Hyderabad – 500 062

Ref.No: AECS/Hyd/Adhoc LDC/2025/

Date: 12.02.2025

Sub: Engaging personnel for the post of Lower Division Clerk (LDC) purely on Contract Basis in AEC Schools, Hyderabad.

Applications are invited from eligible candidates for filling up leave vacancies and vacancies that may arise for a temporary period during the academic year 2025-26, **purely on contract basis** in Atomic Energy Central Schools-1 & 2, DAE Colony, ECIL Post, Hyderabad – 500 062 for post of LDC.

1. Educational and other Qualifications: **Intermediate with minimum of 50% marks.**
2. **Age: 18 to 27 years as on 01/04/2025.** Age relaxation for candidates belonging to SC/ST/OBC/EBC and other categories as applicable under Govt. of India.
3. **Selection Process:** Typing test with a minimum typing speed of 35 w.p.m. in typewriting in English and Interview. Proficiency in computer operation with knowledge of Windows, Word, Excel etc., and documents verification.
4. Emoluments: Consolidated Pay of Rs.19900/- per month plus DA and HRA as applicable.
5. Eligibility of Leave: Not admissible.
6. The LDC post is purely on temporary basis and is subject to termination at any time at the sole discretion of the Institution.
7. Candidates have to submit duly filled in application with all relevant photo copies of documents (application form is to be downloaded from www.nfc.gov.in: www.aecshyd1.edu.net; www.aecshyd2.edu.net) and drop it with copies of certificates in the box placed at Atomic Energy Central School-2, DAE Colony, D-Sector Gate, Kamalanagar, ECIL Post, Hyderabad – 500062 **from 1000 hours on 17.02.2025 to 1500 hours on 25.02.2025.** Applications received before and/or after the due date and time will be summarily rejected.

General Instructions

1. Candidates must submit application along with the complete bio-data giving details of age, qualification, experience and address for correspondence with contact numbers, e-mail id and passport size photograph. *A set of attested photocopies of mark sheets (Intermediate, Typing tests, Computer Skills etc.) must be attached with the application.*
2. **Applications submitted without xerox copies of the marks required for calculation of % of marks will be rejected.**
3. **Applications received by email will not be accepted.**
4. *Applications sent by post should be addressed to Principal Co-ordination, Atomic Energy Central School-2, DAE Colony, ECIL Post, Hyderabad- 500 062. No application received by post beyond the last date and time will be entertained.*
5. Short listed candidates only will be called for Typing test and Interview.
6. TA/DA is not admissible for attending the typing test and interview.
7. Canvassing in any form will lead to disqualification.
8. Marks scored by the candidate in both the years in case of Intermediate, 12th marks conducted by CBSE or any other board in case of plus 2 will be taken for deciding the cut off marks for short listing the candidates.
9. If the number of applications is more, the cut off of marks will be decided at the sole discretion of AEC Schools, Hyderabad. No communication will be entertained in this regard.
10. No correspondence will be entertained in any matter related to this advertisement, short listing of candidates, contractual appointment etc.

Principal Co-ordination

Cc: Notice Board (NFC/AEC Schools).