

### VACANCY NOTIFICATION

1.	Name of the Organization:	HQ DGNCC
2.	Employment Type:	Contractual
3.	Name of the post:	ESM Clk for Record Cell/Expansion Cell
4.	Job Function:	Clerical Duties
5.	Additional Job Information:	-
6.	No. of Vacancies (in figures):	02 x ESM Clks
7.	Work experience required	Minimum 10 Yrs service.
8.	Qualification required: Essential/ Desired	<b><u>Essential:</u></b> (a) Should be 12 <sup>th</sup> civil education. (b) Should have handled clerical duties. (c) Gap in service should not be more than Four years from the date of retirement from Armed Forces/Govt Service. (d) Computer literate and Fluency in MS Word, MS Excel & Power Point. <b><u>Desired</u></b> (a) Preferably qualified on Gem (b) Preferably Resident of NCR/Delhi.
9.	Age range (in years):	30-45 Yrs
11.	Location of Job:	HQ DGNCC, RK Puram, New Delhi.
12.	Salary range per month (Approx CTC):	Rs. 35000/- pm (All inclusive)
Last date to received names from RSB/ZSB		22 Jul 2025.
<b>Note 1: All Ex-Servicemen (ESM) are requested to Download the Willingness Format uploaded on DGR Website and forward the same in excel format only duly Completed in All respects through their Zila Sainik Boards/ Rajya Sainik Boards (by mail only) (to <a href="mailto:dgrddemp@desw.gov.in">dgrddemp@desw.gov.in</a>) if they are meeting the QRs as given by the Principal Employer in the vacancy Notification. If any Details are found Incomplete/ Missing, the Candidature of that ESM will not be Accepted.</b>		
<b>Note 2: PDF Format/ Scanned Images/ Mobile Photos/ Word File etc. will not be accepted.</b>		