**GUIDELINES FOR EX-SERVICEMEN OFFICERS FOR PROVIDING**

**EMPLOYMENT ASSISTANCE TO Ex-SERVICEMEN OFFICERS**

All the vacancies received in DGR are available on the DGR website [www.dgrindia.com](http://www.dgrindia.com). These vacancies are updated immediately on receipt. Every vacancy is kept open for approx five days or it is kept open as per the requirement of the user organisation. You need to check all the vacancies and if you find yourself eligible and willing for a particular vacancy, then please follow the steps given below:-

1. For employment all the Ex-Servicemen Officers need to be registered with DGR.
2. All Officers in the last year of their service, but have received Release Order can apply directly without registration, but with a forwarding from the Superior Officer.
3. Check details of the uploaded vacancies. If you find yourself eligible and willing, forward your willingness to DGR as per the format given in the vacancy notification through email on dgrjobofficers@desw.gov.in before the last date given alongwith a copy of CV/Biodata.
4. If it indicates, that Ex-Servicemen need to apply online, then apply as per the instructions given in the vacancy notification.
5. All the names forwarded to the all the organisations will be available in the Sponsorship Details Column , so as to facilitate the ESM Officers.

**Note:** It may please be noted that call letters for the appointment/ interview are issued by the User Organisation (Principal Employer) in due course, as it is the prerogative of the User Organisation and DGR may not be in a position to lay down time-lines.