

VACANCY NOTIFICATION

Employer	National Sugar Institute
Name of the Post	Lower Division Clerk (LDC)
No of Post	01-UR (ESM), 01-OBC
Job Function	Regarding job requirements, the duties to the Post are as under: - (a) To do typing work. (b) To do diary work (c) To dispatch work (d) To do routine correspondences in any of the above Divisions/Section Incharge/Superiors.
Salary range	Level-2 Pay Matrix (Rs 19900-63200) + Other allowance as per 7 th CPC
<u>Qualification</u> *	<u>Essential:</u> (a) 12 th passed from a recognized Board (b) Typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer. (35 words per minute and 30 words per minute correspond to 10500 key depressions per hour or 9000 key depressions per hour on an average of 5 key depressions for each word).
Work experience required (in years)	-
Age Range	As per Government Norms.
Location of Job	-
Last date to received names from RSB/ZSB	05 Aug 2023

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 dgrddemp@desw.gov.in) 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.

Note 2: PDF Format/ Scanned Images/ Mobile Photos/ Word File etc. will not be accepted.

FORMAT

RSB/ ZSB Office Name: _____

1. This RSB/ ZSB duly verifies the details of the Ex-Servicemen forwarded herein to DGR
2. It is also certified that the Ex-Servicemen mentioned herein have not taken any benefit from RSB/ZSB till date.

Name of the Post: _____

Name of the Organisation : _____

Details of the Ex-Servicemen

Ser No.	Service No., Rank & Name	Date of Birth	Corps	Trade	Category SC/ST/O BC/UR	Qualification acquired by the ESM (as required by the Principal Employer)	Work Experience acquired by the ESM (as required by the Principal Employer)	Address	Mobile No. & E-mail ID	Location Preference (to be filled only in case multiple locations available)

Note 1 : PANEL OF EX-SERVICEMEN ARE TO BE SUBMITTED IN MS-EXCEL ONLY. NO PDF FORMATS/ SCANNED IMAGES/ WORD FILE PHOTOS OF THE FORMAT WILL BE ACCEPTED.