

VACANCY NOTIFICATION

Vacancy Code	1072025
Employer	1072025 Directorate of Civilian Personnel, Ministry of Defence
Name of the Post	Administrative Officer Grade-I
No. of Vacancy	08
Last date to apply	23 March 2025
Remarks	See detailed notification attached below

How to Apply: - 1. All **Eligible** Ex-Servicemen need to forward two Copies of Willingness Format, available at vacancy page, on Email ID: dgrjobofficers@desw.gov.in

- (i) One Format should be in PDF format duly signed by the applicant and signed by the witnesses too.
- (ii) The second one should be in Excel Format without changing the Format, without signatures and without witnesses.

2. All the required document such as Willingness cum Undertaking Formats as mentioned above, Copy of PPO/ Release Order & CV/ Bio Data should be forwarded to this office on above Email ID before the last date mentioned in the vacancy.

**** ALERT**** ALL MAILS SHOULD BE SENT TO DGR EMAIL ID dgrjobofficers@desw.gov.in , CLEARLY MENTIONING THE SUBJECT OF MAIL "STARTING WITH VACANCY CODE MENTIONED IN ABOVE NOTIFICATION", IN CASE THE SAME IS NOT MENTIONED, THE APPLICATION IS LIABLE TO BE REJECTED.

(For Zila Sainik Welfare Officer/ RSB Director vacancy only): An additional Undertaking for Kendriya Sainik Board (KSB) should also be forwarded to this office along with the above (via Email Only). The Undertaking format for KSB is available on DGR website in format section under the head of Job Assistance for Officers.

Note :- Willingness format must be as per instructions mentioned above.

In the event of non-receipt of all the required documents as mentioned above within the due date of the vacancy, the candidature of the applicant will not be entertained under any circumstances.

(1)	(2)	(3)	(4)	(5)
4. Administrative Officer Grade – I.	21* (2018)* (Subject to variation dependent on workload).	General Central Service, Group 'A', Gazetted, Ministerial.	Level – 10 in the pay matrix (Rs. 56100 – 177500).	Selection

(6)	(7)	(8)
<p>Not exceeding thirty five years.</p> <p>Note 1 : Relaxable for government servants upto five years in accordance with the instructions or orders issued by the Central Government.</p> <p>Note 2 : The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep).</p> <p>Note 3 :The crucial date for determining the age-limit shall be advertised by the Union Public Service Commission.</p>	<p>Essential :</p> <p>(i) Degree of a recognised University or Institute;</p> <p>(ii) Three years of experience in a supervisory capacity of administration, accounts and establishment work in a Government office or Public Sector Undertaking or Autonomous body or Statutory body.</p> <p>Note 1 :Qualifications are relaxable at the discretion of the Union Public Service Commission or Competent Authority, for reasons to be recorded in writing, in case of candidates otherwise well qualified.</p> <p>Note 2 : The qualification regarding experience is relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p>	Not applicable.