

VACANCY NOTIFICATION

1.	Name of the Organization:	HARYANA CITY GAS DISTRIBUTION PVT LTD.
2.	Employment Type (Regular/ Contractual/ Part Time)	Regular
3.	Name of the post:	GM-ADMIN
4.	Job Function:	Group HR Admin Head
5.	Additional Job Information:	-
	(i) Technical/ Must have skills	Strong Administrative Skills.
	(ii) Good to have skills	Computer Literacy/Leadership/ Teamwork/Problem Solving
	(iii) Soft Skills	Communication /Enthusiasm/Critical Thinking
6.	No. of Vacancies (in figures):	01
7.	Level/ Post:	GM-ADMIN
8.	Qualification required: Essential/ Desired	Graduation/MBA
9.	Work experience required (in years):	15 + Years
10.	Age range (in years):	40-50 years
11.	Location of Job:	Sikanderpur, Gurugram, Haryana
12.	Salary range per month (Approx CTC):	Approx 1 Lak (Negotiable)
13.	Additional Benefits offered:	AS per Pvt Ltd Company policy.
14.	Aligned courses (Full time/ Part Time)	-
15.	Travel Requirements	Yes
Last date to received names from RSB/ZSB		21 Apr 2025.
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.		