

VACANCY NOTIFICATION

Employer:	KALKA EDUCATIONAL SOCIETY
Level of Post:	Administrative Officer
Employment Type :	Contractual
Name of the Post:	Administrative Officer
Salary range per month	30, 000 to 40, 000 per month
<u>Qualification</u> *	Essential: Graduate
Good to have skills	Administrative work, Correspondence, Maintaining of Records, Coordination, Lookafter Staff and their files, Attendance, Salary, Liaisoning, Security. Transportation etc.
Soft Skills	Computer knowledge.
<u>Experience:</u>	Minimum 10 years.
Place of Initial Posting	Partapur By-Pass, Meerut (U.P).
Age Range (in years).	40 to 50 years.
No of vacancies	02 only
Additional Benefits offered:	-
Last date to received names:	12 Jan 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.**