

VACANCY NOTIFICATION

Employer:	National Sugar Institute
Level of Post:	Group 'C' Non-Gazetted
Name of the Post:	Lower Division Clerk (LDC)
Job Function:	Regarding job requirements, the duties to the Post are as under:- (i) To do typing work. To do diary/Dispatch work. To do routine correspondences in any of the above Division/Section. Any other work assigned by section Incharge/Superiors.
Additional Job Information:	-
Salary range per month:	Level-2 (As per 7 th CPC)
<u>Qualification</u> *	Essential: (i) 12 th class pass or equivalent from a recognized Board or University. (ii) Typing speed of 35 words per minute in English or 30 words per minute in Hindi or 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).
<u>Experience:</u>	-
Place of Initial Posting	Kanpur U.P. with AISL
Age Range (in years).	As per Government Norms.
No of vacancies	01-SC
Additional Benefits offered:	-
Travel Requirement:	-
Last date to received names from RSB/ZSB	22 May 24

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.