

VACANCY NOTIFICATION

1.	Name of the Organization:	Pawa Builders Pvt Ltd.
2.	Employment Type (Regular/ Contractual/ Part Time)	Regular
3.	* Name of the post:	Sr. Admin & Facility Head
4.	* Job Function:	Facility Management
5.	* Additional Job Information:	-
	(i) Technical/ Must have skills	Experience in Security Management
	(ii) Good to have skills	Creating Standard Operating Procedure
	(iii) Soft Skills	-
6.	* No. of Vacancies (in figures):	02
7.	* Level/ Post:	Sr. Admin & Facility Head
8.	* Qualification required: Essential/ Desired	Graduate
9.	* Work experience required (in years):	NA
10.	* Age range (in years):	45-60 years.
11.	* Location of Job:	Vasant Kunj and Prashant Vihar New Delhi
12.	* Salary range per month (Approx CTC):	Rs. 50, 000/- to Rs. 100, 000/-
13.	* Additional Benefits offered:	NA
14.	Aligned courses (Full time/ Part Time)	Flexible
15.	Travel Requirements	Own Conveyance
Last date to received names from RSB/ZSB		16 Dec 2024.
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.		