

**VACANCY NOTIFICATION**

Employer:	National Sugar Institute.
Level of Post:	Group 'C'
Name of the Post:	Multi-Tasking Staff (MTS)
Salary range per month	Level-1, Cell-1 Rs. 18, 000/- (As per 7 <sup>th</sup> CPC)
Job Function	1. Physical maintenance of records of the Section. 2. General cleanliness and upkeep of the Section/Unit. 3. Carrying of files and other papers within the building. 4. Photocopying, sending of FAX etc. 5. Other non-clerical work in the Section/Unit. 6. Assisting in routine office work like diary, dispatch etc. including typing on computer. 7. Delivering of dak (outside the building). 8. Cleaning of rooms. 9. Watch and ward duties. 10. Opening and closing of rooms. 11. Cleaning of building, fixtures etc. 12. Dusting of furniture etc. 13. Up-keep of parks, lawns, potted plant etc. 14. Driving of vehicles, if in possession of valid driving license. 15. Work related to his ITI qualifications, if it exists. 16. Any other work assigned by the superior authority.
<u>Qualification</u> *	<b>Essential:</b> (i) Matriculation from a recognized Board or equivalent.  OR ITI pass
<u>Experience:</u>	-
Place of Initial Posting	Kanpur
Age Range (in years).	As per Government Norms.
No of vacancies	Ex-Serviceman PH PWD (VH) – UR-01 OBC-01
Additional Benefits offered:	-
Last date to received names from RSB/ZSB	13 Jun 2022.
<b>Note 1:-All Ex-Servicemen (ESM) are requested to Download the Willingness Format uploaded on DGR Website against each Vacancy and forward the same duly Completed in All respects through their ZilaSainik Boards/ RajyaSainik Boards only (to <a href="mailto:dgrddemp@desw.gov.in">dgrddemp@desw.gov.in</a>) 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.</b>	
<b>Note 2: All interested and eligible candidates are requested to forward their names through their respective RajyaSainik Board/ ZilaSainik Board to DGR.</b>	
* All Disabled ESM applying for the post should mention their Priority No. as given to them by the DGET.	