

DIRECTORATE GENERAL RESETTLEMENT

**REQUISITION FORMAT FOR PVT. ORGANISATIONS FOR
FILLING UP OF VACANCIES BY EX-SERVICEMEN (OFFICERS & JCOs/OR)**

Employment Directorate (EMP III) Directorate General Resettlement Ministry of Defence West Block-IV RK Puram, New Delhi – 110066	Tele: 011-20862547 E-mail: dgrddemp@desw.gov.in
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Sir,

JOB OPPORTUNITIES FOR EX-SERVICEMEN

It is requested that a panel of eligible Ex-Servicemen be forwarded for filling up the vacancies as mentioned below:-

DETAILS OF JOB

1.	Employment Type (Regular/ Contractual/ Part Time)	REGULAR
2.	* Name of the post:	1. School Administrator (Executive to Sr. Manager) 2. School Stores (Executive to Sr. Manager) 3. School Transport (Executive to Sr. Manager)
3.	* Job Function:	1. Administration (School & corporate) 2. School Stores 3. School Transport
3.	* Additional Job Information:	
	(i) Technical/ Must have skills	1. Experience in Handling Administration 2. Experience in Handling Stores, inventory & distribution 3. Experience in Handling Transportation 4. Computer Knowledge and exposure to the software 5. People Management / Co-ordination 6. Conflict Management skills
	(ii) Good to have skills	
	(iii) Soft Skills	1. Communication Skills 2. Adaptability
4.	* No. of Vacancies (in figures):	1 each school (36) for each function
5.	* Level/ Post:	Executive to Sr. Manager
6.	* Qualification required: Essential/ Desired	Graduation and relevant licenses & certifications
7.	* Work experience required (in years):	3 to 10 years
8.	* Age range (in years):	NA
9.	* Location of Job:	PAN India (Mumbai / Pune / Bangalore etc)
10.	* Salary range per month (Approx CTC):	Depending on level
11.	* Additional Benefits offered:	Group Medclaim
12.	Aligned courses (Full time/ Part Time)/ Certifications	

Last date to received names from RSB/ZSB	06 Jul 24
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Note 1: All Ex-Servicemen (ESM) are requested to forward the willingness directly to user organization to given e-mail ID: rajni.sinha@vgos.org