

DIRECTORATE GENERAL RESETTLEMENT**REQUISITION FORMAT FOR GOVT./ PSU's 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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Walk-in-Interview : 14.05.2025**At 9.30 a.m**

Sir,

JOB OPPORTUNITIES FOR EX-SERVICEMEN – GOVT./PSU

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/ Contract/ Part Time)	Contract through outsource agency
2.	* Name of the post:	1. Administrative-cum-Accounts Assistant - 01 post (Salary Rs. 26,500/- p.m. consolidated) 2. Store Assistant - 01 post (Salary Rs. 26,500/- p.m. consolidated)
3.	* Job Function:	----- Details attached -----
3.	* Additional Job Information:	----- Details attached -----
4.	* No. of Vacancies (in figures):	02 (Two)
5.	* Level/ Post:	----- Details attached -----
6.	* Qualification required: Essential/ Desired	----- Details attached -----
7.	* Work experience required (in years):	----- Details attached -----
8.	* Age range (in years):	18 to 55 Years
9.	* Location of Job:	Kapurthala, Punjab
10.	* Salary range per month	Rs. 26,500/- p.m. consolidated
11.	* Additional Benefits offered:	As per Institute norms (SSS-NIBE)

DETAILS OF PRINCIPAL EMPLOYER

1.	* Name of the Organisation	Sardar Swaran Singh National Institute of Bio-Energy (Autonomous Institute of Ministry of New and Renewable Energy, Govt. of India)
2.	* Industry dealing in:	Research and Development Institute (R&D)
3.	* Company's full postal address including Pin	Sardar Swaran Singh National Institute of Bio-Energy, Wadala Kalan (Near Science City), Kapurthala-144603 (Punjab)
4.	* Details of the contact person	Name: Dr. Abhishek Gupta Designation: Deputy Director Contact No.: 01822-507412, 406, 404, Mob. 8591250501 E-mail: abhishek.gupta27@gov.in

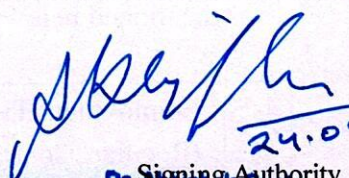
I/ We undertake to intimate the outcome of the sponsorship on selection of the Ex-Servicemen for the above said post to DGR.

Stamp:

Place: Kapurthala
Date: 24.04.2025

* Mandatory fields

Email the above to dgrddemp@desw.gov.in for requirement of ESM (Officers & JCOs/OR).


24.04.25
Dr. Abhishek Gupta
Dy. Director (Finance & Administration)
Sardar Swaran Singh National Institute of Bio-Energy
Kapurthala



Sardar Swaran Singh National Institute of Bio-Energy

(Autonomous Institute of Ministry of New and Renewable Energy, Govt. of India)

Wadala Kalan, Kapurthala (Punjab)-144603,

Phone : 01822-507412, 403, 406, website: nibe.res.in

Walk-in-Interview

Candidates are invited to attend Walk-in-Interview is scheduled on **14.05.2025** at 9:30 a.m. on contractual basis through outsource agency:

Name of Post	No. of Post	Consolidated monthly Salary
Administrative-cum-Accounts Assistant	01	Rs. 26,500/-
Store Assistant	01	Rs. 26,500/-

For more details, please visit the Institute website www.nibe.res.in; any addendum/corrigendum shall be posted only on the Institute's website.

Vacancy

1. Administrative-cum-Accounts Assistant (01)

Qualification: (i) B.Com from recognized University or equivalent, (ii) Working knowledge of computer including use of office suites and data-bases. **Desirable:** Working knowledge of accounting software i.e. Tally and Book-keeping procedures.

Experience: Minimum 3 years' experience for dealing with accounting work.

Desirable: Expertise in proposal drafting (English)

Age: Maximum 55 years as on 01.05.2025

Salary: Rs. 26,500/- consolidated.

2. Store Assistant (01)

Qualification: (i) Bachelor's Degree from a recognized University or equivalent, (ii) Working knowledge of computer including use of Ms-office and data-bases, working knowledge of inventory management, procurement, store management. **Desirable:** (1) Diploma in Purchase and Store Keeping. (2) Working knowledge of Government eMarketplace (GeM).

Experience: Minimum Two years' experience of handling purchase and management of stores.

Age: Maximum 55 years as on 01.05.2025

Salary: Rs. 26,500/- consolidated.

General Instructions

1. Date of Written/Trade Test and Interview is scheduled on **14.05.2025** at 9:30 a.m. at the Institute address Kapurthala, (Punjab) visit at **www.nibe.res.in**

Venue:

Sardar Swaran Singh National Institute of Bio-Energy
Wadala Kalan, Kapurthala (Punjab)-144603,
Phone : 01822-507412, 406,
Email: abhishek.gupta27@gov.in
Website: www.nibe.res.in

Date & Time: **14.05.2025** at 9:30 a.m.

2. The appointment shall be through empanelled outsource agency of SSS-NIBE. The outsource agency will depute the selected candidate at SSS-NIBE Kapurthala on outsource basis. The tenure of candidate will be initially for one year, extended further based on the performance of the applicant. In case the work and conduct of the candidate is not found to be satisfactory during the contract tenure, the services may be terminated at any time without assigning any reason thereof.
3. The competent authority reserves the right to increase or decrease the number of vacancies and reject/select/cancellation of applications received without assigned any reason. The experience/age may be relaxed at discretion of the competent authority
4. The Written/Trade Test (one hour) for the above both posts is scheduled on **14.05.2024** at **9.30 a.m.** and followed the Interview. No TA/DA shall be paid for attending the Written/Trade Test and Interview.
5. The candidate is responsible for the correctness of the information provided in the application, if it is found at a later stage that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated. This advertisement/recruitment is on behalf of outsource agency.
6. The candidate participates with one set of Bio-data in detail.
7. For more quarry/information may be contacted at 01822-507412, 406 or visit at **www.nibe.res.in**