

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 – PVT. ORG.

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:	Associate Employee Relations
3.	* Job Function:	Human Resource
3.	* Additional Job Information:	Managing Disciplinary process and Documentation, Preparing hearing report, Investigating disciplinary cases, Issuing verification letters, etc.
	(i) Technical/ Must have skills	Microsoft Office (Word, Excel, Power point), Outlook, Report writing skills
	(ii) Good to have skills	Mistral & Maps- System
	(iii) Soft Skills	Attention to details, Listening skills, English communication
4.	* No. of Vacancies (in figures):	1
5.	* Level/ Post:	NCO/JCO (A Branch/QM/Clerks/Legal/Executive Branch)
6.	* Qualification required: Essential/ Desired	Any Graduation
7.	* Work experience required (in years):	10 - 15
8.	* Age range (in years):	Up to 40 years
9.	* Location of Job:	Mumbai
10.	* Salary range per month (Approx CTC):	60,000/-
11.	* Additional Benefits offered:	NA
12.	Aligned courses (Full time/ Part Time)/ Certifications	NA
13.	Travel Requirements	25 % within India

DETAILS OF PRINCIPAL EMPLOYER

1.	* Name of the Organisation	Client of SKILLSTER
2.	* Industry dealing in:	Cruise/Shipping
3.	* Company's full postal address incl. Pin	BKC, Mumbai
4.	* Details of the contact person	Name: Mrs Supriya Parashar Designation: Director Contact No.: 7774022021 E-mail: director@skillsterheroes.com

Last date to received names:	01 Jun 2023.
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: <u>PDF Format/ Scanned Images/ Mobile Photos/ Word File etc. will not be accepted.</u>	