

**GUIDELINES FOR RSBs/ ZSBs FOR PROVIDING
EMPLOYMENT ASSISTANCE TO JCOs/OR**

Ques. What is the procedure to apply for employment assistance for JCOs/OR through DGR?

Ans. All the vacancies received by DGR are available on the DGR website

<https://dgrindia.gov.in/Content1/job-assistance>

These vacancies are dynamic in nature and new vacancies are uploaded almost every alternate day.

Click on the link below for Jobs for Ex-Servicemen JCOs/ ORs.

<https://dgrindia.gov.in/Content2/job-assistance/job-for-jcos-or>

Click on the link below for Jobs for Ex-Servicemen Officers

<https://dgrindia.gov.in/Content2/job-assistance/job-for-officers>

Ques. What is the procedure to be followed by ZSBs/ RSBs for forwarding names of JCOs/OR expressing their willingness and who are eligible for a particular vacancy?

Ans. **ONE ZSB/RSB : ONE LIST : ONE POST/ VACANCY**

Only one list will be admissible from each ZSB/ RSB. Hence, all ZSBs/RSBs are requested to forward the compiled list ONLY at the end of the **Closing Date** mentioned against each vacancy.

Ques. Will ZSBs/RSBs get additional time to forward the Compiled List?

Ans. YES, ALL ZSBs/RSBs WILL **GET TWO DAYS (02 DAYS)** IN ADDITION TO THE CLOSING DATE. HOWEVER, THEREAFTER, NO NAME WILL BE ACCEPTED.

IF THE LISTS ARE FORWARDED IN PIECEMEAL, ONLY THE FIRST LIST WILL BE ACCEPTED AS THE FINAL ONE AND NO ADDITIONAL LISTS WILL BE CONSIDERED.

NO REASON WILL BE ASSIGNED OR REVERT MAIL WILL BE ISSUED BY DGR INFORMING ABOUT THE SAME.

Immediately after the last date DGR forwards the panels so received from various RSBs/ZSBs to the concerned organisation. Any delay in forwarding the panels to the user organisations will only malign the image of DGR and employment prospects of Ex-Servicemen.

Ques. What is the responsibility of ZSBs /RSBs while forwarding the Compiled List to DGR?

Ans. (a) **ZSBs/ RSBs must ensure that the person applying for the vacancy is an Ex Serviceman belonging to their Zila/ Rajya.**

(b) **ZSBs/ RSBs must ensure that Ex Servicemen applying for a particular vacancy are eligible for the same, age-wise, qualification wise, experience-wise and that all the columns are duly filled.**

(c) ZSBs/RSBs must ensure that Ex Servicemen has not already been given any benefit in terms of employment or self-employment by them, so as to avoid any dual benefit to him.

(d) RSBs/ZSBs are required to forward panels of Ex-Servicemen to DGR after due verification of the contents mentioned IN the Format.

(e) ZSBs/ RSBs must facilitate the Ex Servicemen as far as possible like educating them about these vacancies, creating awareness amongst them using digital media, and ensuring that only if the Ex Servicemen actually wish to appear for the interview/ join a particular post, they apply for the same.

Ques: What format is to be used by ZSBs/RSBs for forwarding the names to DGR?

Ans. The same Willingness Format is to be used by ZSBs/RSBs as well, as is being used by the Ex Servicemen.

The Format is available on the link: “Download Application Willingness Format” on the Page: <https://dgrindia.gov.in/Content2/job-assistance/job-for-jcos-or> on the DGR Website www.dgrindia.gov.in

Ques. Can ZSB/ RSB amend/ change / alter the Willingness Format uploaded on DGR Website to his convenience?

Ans. No

Ques: Can ZSB/ RSB leave any column blank?

Ans. If the Ex Servicemen has not written anything in a particular column, Nil must be mentioned in the same.

Ques. Can Zila Sainik Board simply attest the panel made by Ex Servicemen themselves, and guide the Ex Servicemen to hand it over to DGR directly.

Ans. No. Panels received only from the Official Email Ids of RSBs/ZSBs to the Official Email Id of DGR in the given format in MS Excel Sheet, will be accepted and compiled.

Ques. Will the panels of names of Ex-Servicemen be accepted from RSBs/ZSBs without the format?

Ans. No. It becomes very difficult and time consuming for DGR to compile panels received from various RSBs/ZSBs in different formats in MS-Excel/MS-Word/PDF/JPEGetcor any other format, delaying the whole procedure. Hence, Panels of Ex-Servicemen will be accepted only

in MS-Excel Sheet, Times New Roman Script, Font Size 12, in Black Font colour ONLY. **No PDF/JPEG/JPG/Photos/Scanned Images/Word File will be accepted.** The e-mail should invariably contain the subject as “**PANEL FOR THE POST OF _____ (post name) IN _____ (Organisation Name)**” .

Ques. Will DGR accept the names without format or incomplete format from ZSBs/ RSBs?

Ans. No

Ques. Will DGR accept the names of Ex Servicemen directly from Ex Servicemen through email or by any other means?

Ans. No, DGR will not accept the names directly from Ex Servicemen.

Ques. Can Ex Servicemen JCOs/OR apply for vacancies available on Officers' Portal?

Ans. If there is no specific instruction given against the vacancy that Only Commissioned Officers need to apply, the JCOs/OR can also apply for the same, Only If they are eligible for the same, age-wise, qualification-wise, experience-wise, etc..

Ques. Are Ex-Servicemen required to contact RSBs/ZSBs, every time a new vacancy is available on DGR website?

Ans. Yes, because a RSBs/ZSBs are dealing with a huge number Ex-Servicemen in their area. It may not be possible for them to contact each Ex-serviceman to ask if he is willing for a job.

Ques. Can Ex-Serviceman give their one-time willingness, that his name be considered for all the jobs available on DGR website?

Ans. No. This would tantamount to an Ex-Serviceman with Trade as Cook considered for the post of Clerk, Technical Assistant, etc. So, Ex-Servicemen need to pick up the skills to check the DGR Website on weekly basis and contact their RSB/ZSB expressing his interest for a vacancy for which he is eligible and willing.

Ques. Is the Ex-Servicemen required to be present personally at his Zila Sainik Board for getting his name forwarded ?

Ans. Not necessary. If the Ex-Servicemen whose ZSB is Aligarh, but he is residing in Delhi, then it may not be feasible for him to go personally to his ZSB to request them to forward his name. In such a situation, he may make a request to ZSB Aligarh, telephonically or through e-mail, expressing his interest and providing them with necessary details. RSBs/ZSBs are free to devise other innovative methods to verify antecedents of the Ex-Servicemen concerned.

Ques. Are the Ex-Servicemen required to be registered with DGR too, to avail of this Employment Assistance facility?

Ans. No, the Ex-Servicemen only needs to be registered in his Zila Sainik Board. This has been done to increase transparency and to empower Ex-Servicemen. Now, the Ex-Servicemen can check the vacancies available at DGR **from the comfort of their home** and apply for a job only if

they feel genuinely interested in it. **Dual Registration has been done away with, to further facilitate the Ex-Servicemen.**

Ques. How will the Ex-Servicemen know that his name has been forwarded by their RSB/ZSB to DGR?

Ans. The Ex-Servicemen can seek confirmation through RSBs/ZSBs itself.

Ques. Can Ex-Servicemen forward his name directly to DGR with/ without a copy to his ZSB?

Ans. No. Any such e-mail received will not be entertained at all. Ex-Servicemen are required to get their name forwarded ONLY through their RSB/ZSB. Any direct sponsoring of name, even if, it is in the given format, will not be accepted in DGR.

Ques. Can Ex-Servicemen apply as many numbers of times till his selection?

Ans. Yes, subject to Government Policies and Orders. Ex-Servicemen need to inform his RSB/ZSB and DGR immediately upon selection or his candidature will be blacklisted from any other scheme/ facility available for Ex-Servicemen.

Ques. Sometimes the RSBs/ZSBs state that they are not aware of any vacancy on DGR Website?

Ans. KSB and all the RSBs have been informed through numerous Emails about the procedure, and all the RSBs/ZSBs just like DGR are working for the re-settlement of Ex Servicemen. If any RSB/ZSB, still needs clarification, they can contact KSB and check DGR Website, and/or can contact DGR through Email or telephonically for any further clarifications, if required.

Ques. Are the vacancies from DGR only uploaded on DGR Website?

Ans. All the vacancy details are available on DGR Website, which can be accessed by Ex Servicemen, KSB, RSBs/ZSBs, etc alike.

Ques. Can RSBs/ZSBs forward the names of Ex-Servicemen without verification to DGR?

Ans. No. As RSBs/ZSBs are single point contact of the Ex-Servicemen for employment/ Job opportunities and all the Ex-Servicemen are registered with their ZilaSainik Boards.

Ques. How / When will the Ex-Servicemen be informed of their selection/ rejection by the user organization.

Ans. A sponsorship List (month-wise) is published on the DGR Website for the information of all concerned. It may please be noted that call letters for the appointment/ interview are issued by the User Organisation (Principal Employer) in due course, as it is the prerogative of the User Organisation and DGR may not be in a position to lay down time-lines.

Ques. Procedure for Armed Forces Service Personnel left with less than one year of Service for vacancies uploaded on the DGR website.

Ans. The **Chief Records Officer** of the Regimental Centers may forward the names of eligible and willing Services Personnel fulfilling the criteria as mentioned in the Office Memorandum

under reference, through their official government e-mail id in the Format uploaded on DGR website for all the Govt. vacancies. Due diligence is requested to be taken in respect of Ex-Servicemen status as per DOP&T guidelines, as amended from time to time, latest being DOP&T GSR 757 (E) and age, education qualification, as given for the particular post for which JCOs/ORs wishes to apply and last date of receipt.

In case any quasi judicial/ disciplinary action is mooted subsequent to the forward of names, the same shall be the responsibility of the concerned Record Officer to inform expeditiously to DGR through e-mail.