

VACANCY NOTIFICATION

Employer:	M/s Molethu Project Manager consultants Pvt. Ltd
Level of Post:	Executive/Sr. Executive
Name of the Post:	Sr. Admin/HR Executive
Salary range per month	Rs. 25000 to 35000/-
Job Function	HR & Administration
<u>Qualification</u> *	<u>Essential:</u> Graduate in any field.
Job Function	HR & Administration. Technical/Must have Skills (Administrative Skills, Computer Skills, and Data Analysis Skills. Communication Skills, Good Interpersonal Skills. Analytical Skills. Understanding of Accounting.)
<u>Experience:</u>	5-25 years
Place of Initial Posting	Faridabad.
Age Range (in years).	Up to 50 years.
No of vacancies	01
Additional Benefits offered:	
Last date to received names from RSB/ZSB	08 Jun 2022.
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 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: All interested and eligible candidates are requested to forward their names through their respective RajyaSainik Board/ ZilaSainik Board to DGR.	
* All Disabled ESM applying for the post should mention their Priority No. as given to them by the DGET.	