

VACANCY NOTIFICATION

Employer:	Dr. Mam Lifesciences Pvt. Ltd
Level of Post:	Clerk
Employment Type	Contractual/Regular
Name of the Post:	Office Clerk
Job Function:	Office Clerical. Data entry and computer skills, Driving, Multi-skilling. Dealing with customers, attending calls, coordination with co-workers.
Additional Job Information:	Office Clerk:
Salary range per month:	Rs. 30, 000 /-
<u>Qualification</u> *	<u>Essential:</u> Graduate, or Diploma.
<u>Experience:</u>	Ex-Servicemen
Place of Initial Posting	Local in New Delhi, Gurugram.
Age Range (in years).	45-60 Fit to work
No of vacancies	02
Additional Benefits offered:	-
Last date to received names from RSB/ZSB	25 Nov 23

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: PDF Format/ Scanned Images/ Mobile Photos/ Word File etc. will not be accepted.