

VACANCY NOTIFICATION

Employer:	National Sugar Institute
Level of Post:	Group 'C'
Name of the Post:	Upper Division Clerk
Salary range per month	Level-4, Cell-1, (Rs.25, 500-81, 100) As per 7 th CPC
Nature of Job:	To deal with all administrative matters. To deal with legal cases. To deal with procurement of stores, equipment's and related correspondences. To perform the duties of stores and purchase as and when asked for. To deal with correspondences relating to Survey & Information/Technical Section/Experimental sugar factory/Education Section. Any other work assigned by Section Incharge/Superior Officers.
* No. of Vacancies (in figures):	UR-01
* Qualification required: Essential/ Desired	<u>Essential</u> : Degree of a recognized university or equivalent.
* Age range (in years):	As per Government Norms (Relaxable in accordance with the instructions or orders issued by the Central Government from time to time).
* Location of Job:	Kanpur U.P. with AISL
Additional Benefits offered:	As per Government Norms.
Last date to received names:	06 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: PDF Format/ Scanned Images/ Mobile Photos/ Word File etc. **will not be accepted.**