

NOTICE

VACANCY: POSTS OF MANAGERS/ASST MANAGERS AT DSOI, DHAULA KUAN, NEW DELHI (URC, ESTATE, ACCOUNTS (TOTAL THREE APPOINTMENTS))

1. Applications with CV are solicited for the post of Managers/Asst Managers on contractual basis for DSOI, Dhaula Kuan, New Delhi-110010 for managing/Asst Managing (Total of three appointments).
2. Retired JCOs/NCOs and equivalent's in Navy and Air Force up-to the age of 55 years as on 10 Dec 2023 having at least one year experience(Post/Pre retirement), preferably with Logistics back ground with knowledge of computer applications, MS Office, Power point, Excel, GST, drafting & typing will be required based on the appointment being applied for. The individual with required qualifications and capability in handling a URC, Accounts & Estate (as applicable) may apply for the specific appointments. If the individual is qualified, he can apply for multiple appointments.
3. Candidates are requested to send their applications along-with their CV to Secretary DSOI Dhaula Kuan, New Delhi by 30 Nov 2023.
4. Essential qualifications are as under:-

S No	QR/Qualifications (Manager URC)	
1	ESM	Preferably Logistics background/ with good knowledge of computers
2	Academic Qualifications	Graduate.
3	Age as on 30 Nov 22	Upto 55 Years and SHAPE-I
4	Work Experience	At least one year experience in managing medium/large store or URC.
5	Computer knowledge	Diploma/working knowledge in computer applications, MS Office, Power point, Excel, Tally, GST, drafting & typing.
6	Attitude	Positive attitude towards work, colleagues and organization. Should be willing to devote long hours.
7.	Desirable qualifications	Post Graduate, Diploma in Personnel Mgmt and Labour Laws, ESI, EPF , Store keeping etc

S No	QR/Qualifications (Manager Estate(Sanitation/Security/Arboriculture)	
1	ESM	Preferably Security Course/Sanitation Inspector course Logistics back ground/back ground.
2	Academic Qualifications	12 th .
3	Age as on 30 Nov 22	Upto 55 Years and SHAPE-I


4	Work Experience	At least one year experience in managing medium/large Institute/Security Agency/Sanitation.
5	Computer knowledge	Working knowledge in computer.
6	Attitude	Positive attitude towards work, colleagues and organization.
7.	Desirable qualifications	Post Graduate, Diploma in Personnel Mgmt/Sanitary Management/Security Management/ Hotel Management.

S No	QR/Qualifications (Asst Manager Accounts)	
1	ESM	Preferably Accounts & computers/Handling of Large Stores.
2	Academic Qualifications	Graduate with Commerce Education.
3	Age as on 30 Nov 22	Upto 55 Years and SHAPE-I.
4	Work Experience	At least Five year experience in managing Accounts of any Org.
5	Computer knowledge	Diploma/working knowledge in computer applications, MS Office, Power point, Excel, Tally, GST, drafting & typing.
6	Attitude	Positive attitude towards work, colleagues and organization.
7.	Desirable qualifications	Post Graduate with commerce, Dip in Personnel Mgmt and Labour Laws, ESI, EPF experience etc.

5. Consolidated salary is Rs 25,000 to 30,000/- with annual increment and without any EPF, ESI and HRA.

6. For enquiry contract 011-25691897. Asst Secy DSOI.

7. Date of written examination/interview will be intimated later after scrutiny of applications.


 (Sudeep Bakshi)
 Brig (Retd)
 Secretary
 24 Nov 2023

DEFENCE SERVICES OFFICERS' INSTITUTE
DHAULA KUAN, NEW DELHI-110010

DSOI/SY/Employment

24 Nov 2023

The Director
Army Welfare Placement
Organisation (Delhi/NCR)
c/o Rajputana Rifles Regimental Centre
Delhi Cantt-110010

EMPLOYMENT IN DSOI

1. Vacancies of JCOs/NCOs as required by DSOI, Dhaula Kuan, New Delhi for the following appointments and QR for employment on contractual basis(Three vacancies):-

- | | | |
|------------------|---|----------|
| (a) Manager | - | URC |
| (b) Manager | - | Estate |
| (c) Asst Manager | - | Accounts |

2. The QR for the vacancies are as under:-

- (a) The individual preferably an Ex-Serviceman below 55 Yrs of age.
- (b) JCO/NCO equal's from Army/Navy/Air Force.
- (c) Experience in Administration/logistics/URC/Accounts as applicable for each appointment.
- (d) Preferably local from NCR.
- (e) Graduate and Commerce back ground (preferably with IT and typing knowledge).
- (f) Preferably attended Computer courses.
- (g) Internet handling.
- (h) Working experience in Canteen/A Branch/PF.
- (i) CDA/Acctg org experience.

3. Two year contractual engagement renewal upto 5 years with six months probationary period with following addl facilities:-


- (a) Pay- Contractual pay of Rs 25-30 thousand with increment in subsequent contracts.
- (b) Leave entitlement – 28 days EL.
- (c) Absence of more than 30 days to be reviewed by competent authority.
- (d) No Central Govt/State Govt provisions of any kind will apply.
- (e) (Medical category should be SHAPE-1.

4. Documents to be submitted alongwith CV:-

- (i) Edn qualification Class X onwards.

- (ii) PPO copy.
- (iii) Copy of Voter Card/PAN Card/Aadhar.
- (iv) Proof of residence.
- (v) Medical Fitness Certificate.
- (vi) Work experience if any.

5. The names may please be fwd by 30 Nov 2023.


(Sudeep Bakshi)
Brig (Retd)
Secretary

Copy to:-

The Director General of Resettlement - You are requested to pl fwd names as
RK Puran, West Block-IV per above requirements at the earliest.
New Delhi

The Director - You are requested to pl fwd names as
Indian Naval Placement per above requirements at the earliest.
Agency (Delhi/NCR)
Ground Floor, Room No 004,
Talkatora Stadium Annexe,
New Delhi-1100004
Tele-011-21410481

The Director - You are requested to pl fwd names as
Air Force Veterans Placement per above requirements at the earliest.
1st Floor, WAC, SMC Building
Subroto Park (Delhi/NCR)
New Delhi-110010