

**GUIDELINES FOR GOVT. ORGANISATIONS, PSUS AND  
PRIVATE ORGANISATIONS FOR EMPLOYMENT OF  
EX-SERVICEMEN OFFICERS/JCOs AND ORs**

1. For employment of Ex-Servicemen Officers, JCOs and ORs, you may follow the following steps.

**STEP 1** A Requisition Format for Govt. Organisations, PSUs, Private Organisation is available on the DGR website [www.dgrindia.com](http://www.dgrindia.com)

The link of the Requisition Format is given below:-

[http://www.dgrindia.com/employment\\_assistance\\_jco.html](http://www.dgrindia.com/employment_assistance_jco.html)

**STEP 2** You are requested to fill up your requirements in the Requisition Format and forward the same to DGR to the undermentioned E-Mail IDs

**For Officers** - [regndgr@desw.gov.in](mailto:regndgr@desw.gov.in)

**For JCOs/ORs** – [dgrddemp@desw.gov.in](mailto:dgrddemp@desw.gov.in)

2. You are requested to forward different requisitions for different types of vacancies available with your organisation.

3. **For Officers:-** A minimum period of 10-15 days is required for forwarding of suitable panels of Ex-Servicemen Officers.

**For JCOs/ORs:-** The vacancies, so received, are uploaded on the DGR website and panels of Ex-Servicemen requested for, from all the Rajya Sainik Boards/ Zila Sainik Boards available pan India. Therefore, a minimum period of 15-20 days is required for forwarding of suitable panels of Ex-Servicemen JCOs/ORs.