

**GUIDELINES FOR RSBs/ ZSBs FOR PROVIDING
EMPLOYMENT ASSISTANCE TO JCOs/ORs**

Ques. What is the procedure to apply for employment assistance through DGR?

Ans. All the vacancies received by DGR are available on the DGR website www.dgrindia.com . These vacancies change every week.

Click on the link below for Jobs for Ex-Servicemen JCOs/ ORs.

http://www.dgrindia.com/jobs_exservicemen_jco.html

You need to check all the vacancies and if you find yourself eligible and willing for a particular vacancy, then follow steps given below:-

- (i) **Step 1** - Check details like number of vacancies available, location of the job, salary offered, etc.
- (ii) **Step 2** - If it indicates, that Ex-Servicemen need to apply online, then apply as per the instructions given in the notification/ advertisement.
- (iii) **Step 3** - Else, if it indicates, that Ex-Servicemen needs to apply through Rajya Sainik Board (RSB)/ Zila Sainik Board (ZSB), then get your name forwarded through your respective RSB/ZSB to DGR.

All the RSBs/ ZSBs have been provided with a Format, which only RSBs/ZSBs can fill and forward it to DGR through their E-mail IDs.

http://www.dgrindia.com/employment_assistance_jco.html

Ques. Are Ex-Servicemen required to contact RSBs/ZSBs, every time a new vacancy is available on DGR website?

Ans. Yes, because a RSBs/ZSBs are dealing with a huge number Ex-Servicemen in their area. It may not be possible for them to contact each Ex-serviceman to ask if he is willing for a job.

Ques. Can Ex-Serviceman give their one-time willingness, that his name be considered for all the jobs available on DGR website?

Ans. No. This would tantamount to an Ex-Serviceman with Trade as Cook considered for the post of Clerk, Technical Assistant, etc. So, Ex-Servicemen need to pick up the skills to check the DGR Website on weekly basis and contact their RSB/ZSB expressing his interest for a vacancy for which he is eligible and willing.

Ques. Is the Ex-Servicemen required to be present personally at his Zila Sainik Board for getting his name forwarded ?

Ans. Not necessary. If the Ex-Servicemen whose ZSB is Aligarh, but he is residing in Delhi, then it may not be feasible for him to go personally to his ZSB to request them to forward his name.

In such a situation, he may make a request to ZSB Aligarh, telephonically or through e-mail, expressing his interest and providing them with necessary details.
RSBs/ZSBs are free to devise other innovative methods to verify antecedents of the Ex-Servicemen concerned.

Ques. Are the Ex-Servicemen required to be registered with DGR too, to avail of this Employment Assistance facility?

Ans. No, the Ex-Servicemen only needs to be registered in his Zila Sainik Board. This has been done to increase transparency and to empower Ex-Servicemen. Now, the Ex-Servicemen can check the vacancies available at DGR from the comfort of their home and apply for a job only if they feel genuinely interested in it. Dual Registration has been done away with, to further facilitate the Ex-Servicemen.

Ques. How will the Ex-Servicemen know that his name has been forwarded by their RSB/ZSB to DGR?

Ans. The Ex-Servicemen can seek confirmation through RSBs/ZSBs itself.

Ques. Can Ex-Servicemen forward his name directly to DGR with/ without a copy to his ZSB?

Ans. No. Any such e-mail received will not be entered. Ex-Servicemen are required to get their name forwarded ONLY through their RSB/ZSB. Any direct sponsoring of name, even if, it is in the given format, will not be accepted in DGR.

Ques. Will the panels of names of Ex-Servicemen be accepted from RSBs/ZSBs without the format?

Ans. No. It becomes very difficult and time consuming for DGR to compile panels received from various RSBs/ZSBs in different formats in MS-Excel/MS-Word or any other format, delaying the whole procedure. Hence, Panels of Ex-Servicemen will be accepted only in MS-Excel Sheet, Times New Roman Script, Font Size 12, in Black Font colour ONLY. No PDF/JPEG/JPG/Photos/Scanned Images/Word File will be accepted. The e-mail sponsoring panels should invariably contain the subject as "PANEL FOR THE POST OF _____ (post name) IN _____ (Organisation Name)"

Ques. Will the names of Ex-Servicemen be accepted after the last date mentioned on DGR website?

Ans. No. Immediately after the last date DGR forwards the panels so received from various RSBs/ZSBs to the concerned organisation. Any delay in forwarding the panels to the user organisations will only malign the image of DGR and employment prospects of Ex-Servicemen.

Ques. Can Ex-Servicemen apply as many number of times till his selection?

Ans. Yes, subject to Government Policies and Orders. Ex-Servicemen need to inform his RSB/ZSB and DGR immediately upon selection or his candidature will be blacklisted from any other scheme/ facility available for Ex-Servicemen.

Ques. Sometimes the RSBs/ZSBs state that they are not aware of any vacancy on DGR Website?

Ans. All the RSBs have been informed through numerous Emails about the procedure, and all the RSBs/ZSBs just like DGR are working for the re-settlement of Ex Servicemen. If any RSB/ZSB, still needs clarification, they can check DGR Website, and/or can contact DGR through Email or telephonically for any further clarifications, if required.

Ques. Are the vacancies from DGR only uploaded on DGR Website?

Ans. No, the vacancies used to be forwarded to all the RSBs/ ZSBs. However, emails had been received from some RSBs requesting that in order to enable them to monitor the vacancies, the panels being forwarded by their ZSBs, the vacancy requisitions may not be sent by DGR to ZSBs directly.

It has, therefore, been decided that henceforth the vacancies will be forwarded ONLY to KSB and RSBs, with a request that these vacancies may be further disseminated to all the ZSBs under their jurisdiction, and to ensure compliance of the same, by way of promoting the vacancies amongst Ex Servicemen registered in their Zila and forwarding suitable panels for the same.

As such, all the vacancy details are available on DGR Website, which can be accessed by Ex Servicemen, KSB, RSBs/ZSBs, etc alike.

Ques. Can Zila Sainik Board forward the panels of Ex Servicemen from their Zila directly to DGR?

Ans. The Zila Sainik Board may forward the panels directly to DGR from their Official Email Id to the DGR Official Email Id, with a copy to RSB to facilitate the Monitoring of Submission of panels by RSB. In such a situation, the RSB need not forward the panel, so forwarded by their ZSB to DGR, to avoid duplicity. Alternatively, The RSBs may compile all the panels received from various ZSBs under them, and forward a consolidated panel to DGR on the last date of submission of panels. The same may also be informed to DGR so that the action by DGR can be taken only on the receipt of the consolidated panel of the RSBs and not on the piecemeal panel forwarded by respective ZSBs.

Ques. Can Zila Sainik Board simply attest the panel made by Ex Servicemen themselves, and guide the Ex Servicemen to hand it over to DGR directly.

Ans. No. Panels received only from the Official Email Ids of RSBs/ZSBs to the Official Email Id of DGR in the given format in MS Excel Sheet, will be accepted and compiled.

Ques. Can RSBs/ZSBs forward panel of Ex-Servicemen piecemeal.

Ans. No. ZSBs/RSBs are required to forward a single consolidated panel of all the interested and eligible Ex-Servicemen for a particular position in a particular organization on the last date of submission of panels.

Ques. Can RSBs/ZSBs forward the names of Ex-Servicemen without verification to DGR.

Ans. No. As RSBs/ZSBs are single point contact of the Ex-Servicemen for employment/ Job opportunities and all the Ex-Servicemen are registered with their Zila Sainik Boards. RSBs/ZSBs are required to forward panels of Ex-Servicemen to DGR after due verification of the contents mentioned the Format.

Ques. How / When will the Ex-Servicemen be informed of their selection/ rejection by the user organization.

Ans. A sponsorship List (month-wise) is published on the DGR Website for the information of all concerned. It may please be noted that call letters for the appointment/ interview are issued by the User Organisation (Principal Employer) in due course, as it is the prerogative of the User Organisation and DGR may not be in a position to lay down time-lines.

Ques. Procedure for Armed Forces Service Personnel left with less than one year of Service for vacancies uploaded on the DGR website.

Ans. The **Chief Records Officer** of the Regimental Centers may forward the names of eligible and willing Services Personnel fulfilling the criteria as mentioned in the Office Memorandum under reference, through their official government e-mail id in the Format uploaded on DGR website for all the Govt. vacancies. Due diligence is requested to be taken in respect of Ex-Servicemen status as per DOP&T guidelines, as amended from time to time, latest being DOP&T GSR 757 (E) and age, education qualification, as given for the particular post for which JCOs/ORs wishes to apply and last date of receipt.

In case any quasi judicial/ disciplinary action is mooted subsequent to the forward of names, the same shall be the responsibility of the concerned Record Officer to inform expeditiously to DGR through e-mail.

