

## VACANCY NOTIFICATION

1.	Name of the Organization:	<b>Pawa Group (Pawa Internation Pvt Ltd)</b>
2.	Level/ Post:	-
3.	Name of the post:	<b>Operation &amp; Admin Head</b>
4.	Job Function:	-
	Additional Job Information	
	(i) Technical/Must have skills	Strong administrator & Creation of Standard Operation Skills.
	(ii) Good to have skills	Interpersonal skills
	(iii) Soft Skills	Spoken & written communication skills
5.	Additional Job Information:	-
6.	(i) No. of Vacancies (in figures):	01
7.	Qualification required: Essential/Desired	Graduate Essential
8.	Work experience required (in years):	15 years.
9.	Age range (in years):	40-45
10.	Location of Job:	Building at Plot No.2, DDA Community Center, Prashant Vihar, Rohni Sec-14 Delhi 110085.
11.	Salary range per month (Approx CTC):	INR 80000/- to 100000/- salary will not be a constrained for the right candidate.
12.	Additional Benefits offered:	Yes, Performance Incentives.
13.	Travel Requirements	Own Conveyance

Last date to received names from RSB/ZSB	28 Apr 2026
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**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](mailto: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.