

VACANCY NOTIFICATION

1.	Name of the Organization:	AG Horizon Pvt Ltd.
2.	Level of Post:	Mid-Senior
3.	Name of the post:	Executive Assistant to MD
4.	Job Function:	Tech savvy, Computer Literate, Excellent communication, organizational and coordination skills.
5.	No. of Vacancies	01
6.	Qualification required: Essential/Desired	Graduate / Post-Graduate
7.	Work experience required (in years):	Should have served as PA to GOC of Division/Corps or Army Commander
8.	Age range (in years):	Below 45 years preferable
9.	Location of Job:	Gurugram
10.	Salary range per month (Approx CTC):	Rs. 50, 000 monthly in hand (negotiable as per candidate).
11.	Additional Benefits offered:	Medical Insurance
12.	Travel Requirements	-

Last date to received names from RSB/ZSB	14 Aug 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) 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.