

## VACANCY NOTIFICATION

|                                          |                                           |                                                                                                               |
|------------------------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| 1.                                       | Name of the Organization:                 | Ardee Resources Pvt Ltd                                                                                       |
| 2.                                       | Employment Type:                          | Regular                                                                                                       |
| 3.                                       | Name of the post:                         | Accountants & Administration Executive<br>(Preference: Ex-Indian Navy Writer/Logistics & Administration)      |
| 4.                                       | Job Function:                             | Accounts, Administration, Documentation, personnel records<br>Vendor Coordination & procurement Paperwork.    |
|                                          | Additional Job Information:               | Technical: MS Office, Advanced Excel, Tally/ERP,<br>Documentation, Accounts, GST Basics, Vendor Coordination. |
|                                          | Soft Skills                               | Discipline, Integrity, Communication, Teamwork, Confidentiality.                                              |
| 5.                                       | No. of Vacancies (in figures):            | 2                                                                                                             |
| 6.                                       | Qualification required: Essential/Desired | <b>Essential:</b><br>Graduate<br><b>Desired:</b> Tally ERP, MS Excel, Basic GST & Accounting<br>Knowledge.    |
| 8.                                       | Work experience required (in years):      | 10-20 years of relevant service/experience                                                                    |
| 9.                                       | Age range (in years):                     | 35-45 years.                                                                                                  |
| 10.                                      | Location of Job:                          | Mumbai, Maharashtra                                                                                           |
| 11.                                      | Salary range per month (Approx CTC):      | As per company standards (Negotiable)                                                                         |
| 12.                                      | Additional Benefits offered:              | Tally, ERP, MS Excel, GST, Accounts & Administration                                                          |
| 13.                                      | Travel Requirements                       | Occasional                                                                                                    |
| Last date to received names from RSB/ZSB |                                           | 27 Jul 2026                                                                                                   |

**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.