

INSTRUCTIONS/ GUIDELINES FOR AIR VETERANS/ AIR WARRIORS
ATTENDING DGR EMPLOYMENT SEMINAR/JOB FAIRS

1. The following are the common instructions/ guidelines to be followed in chronological order by veterans/ air warriors while attending DGR job fair:

(a) **Registration**: Registration is mandatory for every individual attending the fair. Registration can be online or on-the-spot. Online registration requires photocopy of PPO to be uploaded and can be done on DGR website www.dgrindia.com or www.triviz.com. On-the-spot registration facility will be available for those who are not able to go through online registration due to any reason. Individuals have to report directly to 'Registration Desk'. Separate counter/desk will be there for Army, Navy and Air Force.

(b) **Post registration process**: After registration, Air Warriors/ Veterans need to fill up the forms/ bio data/ proforma provided to them and will move towards waiting area. Vacancies put forth by the companies will be displayed in the waiting area. They have to go through the details of the vacancies and mark four job preferences along with the company's stall number as per their eligibility in the proforma provided for the same. Any change in the number of preferences, if found feasible will be announced during the fair.

(c) **Advancing to 'Skill Matching Desk'**: After successful registration, veterans/ air warriors will be directed towards 'Skill Matching Desk' as per their registration number. Here also, separate desks will be there for Army, Navy and Air Force. A team of officers and staff will be there to assist veterans/ air warriors in selection of appropriate job/ company for interview. All are requested to kindly express themselves with all their capabilities/ experience/ qualifications so that suitable assistance may be provided. Veterans/ air warriors will be attended as per their registration number only.

(d) **Towards company stall for interview**: After attending 'Skill Matching Desk', individual have to proceed towards the selected company stalls one by one as marked. Once veteran/ air warrior approach the preferred company stall, further course of action by the individual will be as per the instructions of the company's representative/ HRs. All air warriors and veterans must only visit the selected corporate stall as indicated by 'Skill Matching Desk' and not any other corporate to avoid unnecessary rush and to maintain the decorum at the venue.

2. Apart from the above mentioned instructions/ guidelines, following are some significant information regarding the miscellaneous activities:

(a) **Company Activities**: The companies attending the job fair and offering the vacancies might give presentations about their company and vacancies offered. These presentations may be delivered by them at the veteran's waiting area or at the specific briefing hall, if available. In addition, exclusive interview area will also be there for the companies for conducting on the spot interview/ exam, which is entirely at their discretion.

(b) **Water, Refreshment & Lunch:** As the fair is a day long process, adequate arrangements for refreshment and lunch will be there for both veterans and the corporates. Kindly note that the lunch time will be announced centrally for all the people there at the venue including company representatives/HRs. Veterans will be issued with token for tea, refreshment and lunch at the time of registration itself. Refreshment will be given only on producing valid token by the individual. Drinking water facility will be there for free of cost.

(c) **DAV stall for pensioners query:** To address the queries of veterans related to pension, a separate stall will be there at the venue. Those veterans having any query related to pension may approach the stall. The queries of both officers and airmen will be attended here.

(d) **Transportation facility:** Transport facility will be available for veterans and air warriors attending the fair from nearest railway station to the venue of the fair covering all the prominent places/pick up points/bus stops in between. The transportation will ply on every hour starting from 0600 hrs till 1000 hrs. Similarly, return trips will be arranged at frequent interval from the venue of the fair to nearest railway station after 1400 hrs on the same day. All may avail the facility to reach the venue and vice versa.

(e) **Assistance by volunteers & Announcements:** Furthermore, to keep you updated and informed regarding various updates/happenings of the fair, frequent announcements will be made as and when required. Volunteers will also be there to assist you all.

3. We hope that the above mentioned instructions will help you to prepare yourself in a better way in attending the DGR employment seminars/ job fairs.

***“IAF PLACEMENT CELL WISHES YOU ALL THE
LUCK FOR YOUR FUTURE ENDEAVOURS’***