

**(aa) Renewal of Registration**

Employment Registration should be renewed once in every two year by quoting Registration number through an application. Failure to do so will make him ineligible for any benefit from DGR as his name will be placed in inactive list. On renewal, the officer will be put in active list without any implication on age criteria as specified for various DGR sponsored schemes.

**(bb) Changes**

Changes in address, telephone numbers and particulars must be intimated to this office immediately on occurrence, to facilitate this office to contact the officers when sponsoring them for any assistance.

**(cc) Feedback**

Officers registered with DGR for employment assistance are requested to inform this office immediately on re-employment in service or on getting job whether in PSUs, Corporate or in private companies so that only those officers who are still looking for the jobs are sponsored for the posts requisitioned by the private companies and PSUs, thereafter.

**(dd) Resume (CV)**

Officers resume establishes the first contact with an employer and therefore must be written carefully. Generally employers calls for interviews based on the contents of the CV alone and as studies have indicated that over 87% resumes get rejected simply because ineffectual quality. Those qualities and skills should be highlighted which are going to be useful to the corporate or industry. Some of the points which need to be kept in mind while writing resume are:-

- (i) Resume should preferably be of only one typed page but not to exceed two pages.
- (ii) Should be neatly typed on a good quality paper.
- (iii) Service courses should be translated into equivalent civil experience/qualification that is understood by civilian employers.
- (iv) Resume should cover briefly the job objectively, personal qualities, professional abridgement/ profile, core competencies, career path, key result areas and educational credentials.