

ERNET India
(An Autonomous Society under Ministry of Electronics & Information Technology, GoI)
5th Floor, Block I, "A" Wing,
DMRC Building, IT Park, Shastri Park, Delhi – 110053.

ERNET India intends to fill up the following post on contract basis through interview, as per details below:-

Post : Executive Assistant

No. of Post	One (1)
Maximum Age	35 Years
Monthly Remuneration	Rs. 30,000/- to 40,000/- per month
Project	NCCC Project for setup of NCCC Stage II Phase -2
Place of Posting	Delhi
Duration	Initially for a period of one year further extendable as per requirement

Qualification & Experience : Graduate (Preferably in the area of law) having minimum 02 years of experience in the field of Administration /Personal/Legal/Establishment.

Desirable : Candidate should have working knowledge of MS Word, Excel and Power Point and well conversant with computer and able to function independently.

2. Eligible candidates interested to appear in interview should forward their CV/Bio data in the format provided at Annexure -I along with self-attested certificate in proof of education /experience/age/caste etc . through email at recruitment@ernet.in by 04:00 PM on 06.03.2023.

(Shortlisted candidate will be informed by return email indicating tentative time to attend the interview)

3. The appointment against the above mentioned positions shall be purely on contract basis on above mentioned pay for fixed duration and against specific approved projects.

4. Upon selection of candidate, the candidates would be appointed initially for a period of one year, which may be extended up-to a maximum of project duration (Not exceeding three years) and or curtailed based on the performance and requirement of the project. Further, incumbents so engaged under a particular project can be transferred to another project during or on completion of the project in which he/she originally deployed, in the organizational interest.

5. Candidates presently working in Government/Semi Government/Public Sector undertaking /Autonomous Body are required to submit a "No Objection Certificate" from their present employer at the time of interview/test/Joining etc.
6. The date of determining the upper age limit, Qualification and/ or experience shall be date of interview. Person below the age of 18 years are not eligible for consideration of selection.
7. Experience means post qualification and it will be counted after attaining minimum qualification as prescribed above.
8. Essential qualification as prescribed above should be full time regular course (s) from AICTE/UGC approved/recognized university /Deemed university/institutes.
9. Monthly remuneration will be subdivided/bifurcated as per applicable finance norms of ERNET India.
10. Reservation and relaxation as admissible for SC/ST/OBC/EWS/ will applicable as per the Govt of India norms.
- 11 Candidates belonging to reserved categories should produce the certificate at the time of written test/skill test /interview etc., issued by competent authority in the prescribed format of Government of India. Falling which such candidates will not be allowed to attend the interview /selection test against reserved posts and will not be allowed to claim the relaxation application in case of reserved categories.
12. In case of candidates belonging to OBC categories, certificate should specifically contain the clause that the candidate does not belong to creamy layer section.
13. ERNET India reserves the right to relax/modify/any criteria of eligibility regarding age/qualification/Experience or any other relevant parameters, if candidate is found otherwise suitable.
14. Canvassing in any manner and bringing outside influence shall make the candidate liable for rejection.
15. NO TA/DA is admissible to attend the interview.

**Arun Kumar Singh
Registrar & Director –P&A**