

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

ERNET India invites applications to fill up the following post on contract basis as per details mentioned below

**Post: Project Associate Level 01**

No. of Post	01
Maximum Remuneration	Rs. 55,000/- to 70,000/-
Maximum Age	50 Years
Job Posting	Delhi
Duration	Initially for a period of one year further extendable as per requirement

**Essential Qualification:** Full time B.Tech/BE/MCA/M.Sc or equivalent degree in relevant discipline (\*)

**Work experience:** Atleast 06 years in the relevant filed \*\*post qualification in case of B.Tech/BE/MCA/MSc or equivalent or minimum 04 years of experience in the relevant filed \*\* post qualification in case of M.Tech/M.E or equivalent.

\* **Relevant Discipline (Educational Qualification):-** Electronics/ Information Technology/Electronics and Communication/ Tele Communication / Computer Science/Computer Application

**\*\*Relevant Field of Experience for Project Associate Level 01**

**Job Description-**

- Support in Concept Notes & proposal preparation and related tender activities for newer opportunities/projects.
- Preparation of various reports and ppt. with respect to various meetings.
- Project management activities involving project planning, project execution, vendor management etc.
- Coordination with officers of division and collation of data with respect to inputs required for sending reports/email to MeitY/ other ministries.
- Coordination with various states/central departments for the information required to conceptualize and draft the concept notes.
- Need analysis with various states/central departments to understand their requirements.
- Market study to understand the ongoing technological solutions, it's pricing and other relevant details.
- Preparation of financial sheet for the newer proposals.
- Drafting and defining the scope of work, resource required and timelines for the proposals.
- Support in drafting of EoI/tenders and in other tender relates activities.
- Any other tasks as and when assigned by HoD and other officers of division

**Desirable**

- Experience in tendering, knowledge of General Financial Rule (GFR) and GEM process.

**02. 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 09.12.2024**

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

**Note : Candidates who applied previously in response to the advertisement dated 26.09.2024, are not required to re-apply.**

3. The appointment against the above mentioned positions shall be purely on contract basis on above mentioned pay for fixed duration and against projects/activities. With regard to appointment of selected candidate(s) against specific project/activity; decision of ERNET India shall be final.

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 can be transferred to operational/ support activities of ERNET India or to any sponsored project during or on completion of the assignment in which he/she originally deployed, in the organizational interest.

5. If number of application received are more than 20 for a single vacancy, then ERNET India may devise a criteria for short listing of application which may be called for the interview. ERNET India may also decide any proficiency test or subsequent round of interview for Selection.

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 should be from recognized University/Deemed University/Institute/Council etc.

9. Monthly consolidated remuneration will be subdivided/bifurcated into 65% towards basic pay +25% towards HRA+10% towards transport allowance. Transport allowance is not be payable in case of absence during complete calendar month. No additional conveyance allowance shall be paid over and above the consolidated monthly pay.

10. In addition to the consolidated remuneration, candidates will be eligible for the following benefits as per the ERNET India rules.

- Meal Coupon
- Medicalim Insurance
- Re-imbusement of OPD bills
- Term life insurance

11. Relaxation as admissible for SC/ST/OBC/EWS/ will applicable as per the Govt of India norms, as applicable of ERNET India.

12 Candidates belonging to reserved categories should produce the certificate at the time of written test/skill test /interview etc. if called for, issued by competent authority in the prescribed format as stipulated by Government of India; falling which such candidates will not be allowed to claim the relaxation application in case of reserved categories.

13 In case of candidates belonging to OBC categories, certificate should specifically contain the clause that the candidate does not belong to creamy layer section.

14. 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.

15. Canvassing in any manner and bringing outside influence shall make the candidate liable for rejection

16. NO TA/DA is admissible to attend the interview.

**Registrar & Director –P&A**

**ANNEXURE –I**

Affix one recent  
Passport Size  
Photograph

Application for the post of “ \_\_\_\_\_ ”

1. Name in Full :
2. Project :
3. Father’s/Husband Name :
4. Permanent Address :
5. Present Postal Address :
6. Nationality :
7. Mobile Number :
8. Date of Birth :

DD	MM	YY

9. Marital Status :

<i>Married</i>	<i>Unmarried</i>

10. Category :

GEN	OBC	SC	ST	PH (HH)	EWS	Ex Serviceman

11. Academic and Professional /Qualification

Name of the Examination Passed (Exam/Degree)	Board / University	Name of the College /Institute	Year of Passing	% of Marks/Div. Obtained	Subject
SSC					
HSSC					
Graduation					
Post Graduation					
Professional Qualification					
Any Other					

12. Employment history in chronological order and experience (Including training, if any)

S.No	Name of the Organization (Ministry /Department /Government Organization /Autonomous Body /Private Organization)	Designation	Whether post is held on regular basis or adhoc basis or on deputation basis or in private form	Period		Pay Scale /Salary	Nature of work in brief
				From (dd/mm/yy)	To (dd/mm/yy)		

13. Total Post Qualification experience in the relevant field :

14. Whether You are presently working or have earlier worked in ERNET India **Yes/No**  
If yes, please provide the details

15. Whether any of your relative is or was working in ERNET India **Yes/No**  
If yes provide Name, Designation and Division in which He/She is working

16. Additional information, if any which you would you like to mention in support of your suitability for the post. Enclose a separate sheet, if necessary.

**DECLARATION**

I, hereby, solemnly declare that all the statement made in the above performa are true and correct to the best of my knowledge and belief. I agreed if any information found falls my candidature will be cancelled and suitable necessary legal action can be taken by ERNET India.

Place : \_\_\_\_\_

Name of the Applicant \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Tel. No. \_\_\_\_\_

Email \_\_\_\_\_