

## VACANCY CIRCULAR

**No. EI-D-P&A001/1/2021-PD-DG**

**ERNET India**

(An Autonomous Scientific Society under Ministry of Electronics &  
Information Technology, Govt. of India)  
Block-1, A-Wing, 5<sup>th</sup> Floor, DMRC IT Park, Shastri Park, Delhi-110 053.

Date: 27.04.2023

### CIRCULAR

**Subject: Filling up various posts in ERNET India on deputation basis – reg.**

It is proposed to fill up the following posts on “**Deputation Basis**” initially for a period of one year, further extendable as per requirements:-

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>No of vacancy</b>	<b>Level of pay in Pay Matrix as per 7<sup>th</sup> CPC</b>
1.	Registrar & CPO	01	Level-13
2.	Senior Manager	02	Level-13
3.	Jr. Hindi Translator	01	Level-6
4.	Accountant	01	Level-6
5.	Personal Assistant	01	Level-6
6.	Jr. Assistant	02	Level-4

2. The eligibility conditions, experience etc. for the above mentioned posts are given at the **Annexure-I**.

3. The period of deputation including period of deputation held against another ex-cadre post immediately preceding this appointment in the same or some other organization shall not ordinarily exceed five years. The maximum age limit for appointment on deputation shall not be exceeding 56 years as on closing date of receipt of applications. The terms and conditions of deputation and pay & allowances will be governed in accordance with the Department of Personnel & Training's O.M. No. 6/8/2009 Estt. (Pay-II) dated 17.06.2010, as amended from time to time.

4. It is requested that the particulars in the prescribed performa (Annexure-II) of eligible and willing persons who can be spared immediately may be sent to this organization along with copies of their up-to-date Confidential Reports/APAR Dossier for the last five years duly attested by an officer not below the rank of Under Secretary and Vigilance Clearance/Disciplinary Clearance to the undersigned at the above-mentioned address not later than 30 days from date of publication of this advertisement in the Employment news. **Annexure-I and Annexure-II** can be downloaded from the official website <https://ernet.in>.

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5. Applications received after the due date and without CR/APAR dossiers Vigilance Clearance/Disciplinary Clearance will not be entertained under any circumstances. The official once selected shall not be allowed to withdraw his/her candidature at a later date.

6. ERNET India reserves the right to increase/decrease the number of vacancies as per the need. ERNET India reserves the right to cancel the process of recruitment at any stage for the above mentioned post(s) without assigning any reason.

7. Any modification/amendment etc. shall be uploaded on ERNET website.

(Arun Kumar Singh)  
Registrar & Director (P&A)

To,

1. SO (Admn.) with the request to publish the above advertisement in the Employment News as well as in leading newspapers (i.e. in Hindi and English) through DAVP
2. MeitY with the request to upload the circular on MeitY's website.
3. National Carrier Service (NCS) portal.
4. Notice Board ...through website <https://ernet.in>

**Annexure-I****Post Code: I**

1.	Post	<b>Registrar &amp; CPO</b>
2.	Number of posts	01 (One)
3.	Pay Level	Level – 13 of the pay matrix Rs.123100-215900
4.	Eligibility	i) Person working on analogous post in Govt./PSUs/Autonomous bodies on regular basis <b>OR</b> ii) Person working in the Level-12 (Rs.78800-209200) and having 5 years regular service in the grade and equivalent field.
5.	Essential Qualification	Graduate
6.	Desirable	PG Diploma in Personnel/Finance and experience in the field of Personnel/Administration

**Post Code: II**

1	Post	<b>Senior Manager</b>
2	Number of posts	02 (Two)
3	Pay Level	Level – 13 of the pay matrix Rs.123100-215900
4	Eligibility	i) Person holding analogous post on regular basis in Central / State Governments / PSUs / Autonomous bodies <b>OR</b> having 5 years regular service in Level-12 (Rs.78800-209200) <b>AND</b> ii) Possessing the following educational qualification: B.E. / B. Tech/M.Sc. or equivalent in the related field (*) with minimum 60% marks from a recognized University/ Institution <b>OR</b> M.E. / M. Tech in the related field (*) with minimum 60% marks from a recognized University/ Institution <b>OR</b> Ph. D. in the related field (*) from a recognized University/ Institution. (* ) Computer Communication & networking, Data Communication, Internet & Web Technology, VSAT Communication.

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**Post Code: III**

1	Post	<b>Junior Hindi Translator</b>
2	Number of posts	01 (One)
3	Pay Level	Level - 6 of the pay matrix Rs.35400-112400
4	Eligibility	Person holding analogous post in a regular capacity in other Ministries or Departments of Government of India or Autonomous Bodies or Public sector Undertakings <b>OR</b> (i) having six years regular service in posts in Level-5 (Rs.29200-92300) or equivalent <b>OR</b> (ii) having ten years regular service in posts in Level-4 (Rs.25500-81100) or equivalent.

**Post Code: IV**

1	Post	<b>Accountant</b>
2	Number of posts	01 (One)
3	Pay Level	Level - 6 of the pay matrix Rs.35400-112400
4	Eligibility	Person working on analogous post in Govt./PSUs/Autonomous Bodies on regular basis. <b>OR</b> Person working in Level - 4 (Rs.25500-81100) and having 6 years regular service in the grade and equivalent <b>AND</b> possessing Degree in Commerce from recognized University with 3 years' experience in responsible position in the area of Commercial, Finance and Accounts and having working knowledge of computerized accounting packages.
5	Desirable	Experience in a responsible position in the area of Accounts, Finance, Budgeting, etc, in organization of repute.

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**Post Code: V**

1	Post	<b>Personal Assistant</b>
2	Number of posts	01 (One)
3	Pay Level	Level - 6 of the pay matrix Rs.35400-112400
4	Eligibility	Persons working on analogous post in Govt./PSUs/Autonomous Bodies on regular basis. <b>OR</b> Persons working in Level-4 (Rs.25500-81100) and having 6 years regular service in the grade.
5	Essential Qualifications	Graduate with Shorthand Speed of 120/100 w.p.m. in English/Hindi.

**Post Code: VI**

1	Post	<b>Junior Assistant</b>
2	Number of posts	02 (Two)
3	Pay Level	Level - 4 of the pay matrix Rs.25500-81100
4	Eligibility	Person working on analogous post in Govt./PSUs/Autonomous Bodies on regular basis. <b>OR</b> Person working in Level-2 (Rs.19900-63200) and having 5 years regular service in the grade.
5	Essential Qualifications	Graduate from a recognized University
6	Desirable	Working Knowledge of computers

**PROFORMA FOR APPLICATION****CURRICULAM VITAE**

1	Application for the post	
2	Name & Address of the Applicant (IN BLOCK LETTERS)	
3	Date of Birth (in Christian Era)	
4	Date of Retirement under Central/State Government Rules	
5	Educational Qualification	
6	Whether Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the prescribed in the Rules, state the authority for the same.	
	Essential: (1) Officers working on analogous post in Govt./PSUs/ Autonomous Bodies on regular basis. (2) Age shall not be exceeding 56 years as on the closing date of receipt of applications. Desired (1) (2)	
7	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.	
8	Details of employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.	
9	Nature of present employment i.e., Ad-hoc or temporary or Quasi-permanent or Permanent	
10	In case the present employment is held on deputation/ contract basis, please state: (a) The date of initial appointment	

	(b) Period of appointment on deputation / contract	
	(c) Name of the parent office/ organization to which you belong.	
11	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column.	
12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13	Are you in the pay structure of 7 <sup>th</sup> CPC? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
14	Total monthly emoluments drawn in present.	
15	Additional Information, if any, which you would like to mention in support of your suitability for the post (this among regards to  (i) Additional academic qualifications (ii) Professional training and (iii) Work experience over and above prescribed in the vacancy circular/ (advertisement) (Note: Enclose a separate sheet, if the space is insufficient).	
16	Achievement in the career which may support your candidature.	
17	Whether belongs to SC/ST/OBC	
18	Remarks (the candidate may indicate information with regard to (i) Research publication and report and special project. (ii) Awards/Scholarship/Officials appreciation. (iii) Affiliation with the professional bodies/ institutions/ Societies and	

	(iv) Any other information (Note: Enclose a separate sheet, if the space is insufficient)	
19	Contact Numbers	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also assess by the Selection Committee at the time of selection for the post.

Date:

(Signature of the Candidate)

**Certificate to be furnished by the Employer/Head of Office/Forwarding Authority**

Certified that the particulars furnished by ..... are correct and he possesses requisite educational qualification and experience mention in the circular.

Also certified that:

- (i) There is no Vigilance and disciplinary case pending/ contemplated against him/her.
- (ii) His complete ACRs/APARs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary or equivalent to the Government of India are enclosed.
- (iii) His integrity is beyond doubt.
- (iv) No major/minor penalties have been imposed on him during last 10 years/list of major/minor penalties imposed on him/her during 10 years are enclosed.

(Strike out which is not applicable).

Signature  
Name & Designation (With Official stamp)

Date:

Place: