

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

ERNET India intends to fill up the following posts purely on contract basis after conducting interview through Video Conferencing (VC), as per details below:-

**(A) Finance Executive-L II: Date & time of interview- 05.10.2020 & 10 AM onwards**

1	No. of Positions	01
2	Qualification	Commerce Graduate and CA (Inter)/ MBA Finance (Regular Full time course); having minimum 5 years of post-qualification experience out of which 3 years working experience in the field of Finance & Accounts with Central/State Autonomous bodies/PSU OR Chartered Accountant having minimum 2 years of post-qualification experience.
3	Age-limit	35 years
4	Salary	Rs.41,000- Rs.46.000/- p.m.
5	Duties	Taxation, Finalization of Accounts, Statutory Compliance, project accounting, pay roll accounting, posting entries in Tally & Reconciliation etc. or any other related work delegated from time to time.
6	Essential	Practical knowledge of tally, GST

**(B) Executive Assistant: Date & time of interview: 06.10.2020 & 10 AM onwards**

1	No. of Positions	01
2	Qualification	Graduate having 3 years of experience in Administration/ Personnel/ Procurement/ Establishment/ Store/ Office Management etc.  Desirable- Degree in Law
3	Age-limit	35 years (Maximum)
4	Salary	Rs.25,000- Rs.35000/- p.m.
5	Duties	Matters related to Administration/ Personnel /Procurement/ Establishment /Store

**(C) Project Engineer-L II : Date & time of interview: 08.10.2020 & 10 AM onwards**

1	No. of Positions	01
2	Educational Qualification	B.Tech/ BE/MCA/M.Sc or equivalent degree in Electronics/ Information technology/ Electronics & Communication/ Tele Communication/ Computer Science/ Computer Application/ Instrumentation/ Physics
3	Age-limit	30 years
4	Salary	Rs.32,500/- p.m.
5	Experience	i) B.Tech/BE/MCA/M.Sc or equivalent: Atleast 3 years of post qualification experience in the relevant field*  ii) M.Tech/M.E or equivalent: Atleast 1 year of post qualification experience in the relevant field*  *Relevant field: Wifi/Networking/LAN/Web designing / Web



	hosting/ DNS/ ICT application/ VSAT/ Wireless communication/ IoT/ Software development/ Electronics / Telecom / Internet / AI / AR/ VR/ Blockchain etc.
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2. Eligible candidates interested to appear in interview through video conferencing should forward their CV/ Bio-data in the format provided at Annexure-I alongwith self attested certificates in proof of education/ experience/ age/ caste etc. through e-mail at [anju@eis.ernet.in](mailto:anju@eis.ernet.in)/[mohit@eis.ernet.in](mailto:mohit@eis.ernet.in).

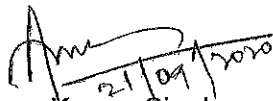
- i) by 4 PM on 30<sup>th</sup> Sep'2020 for the post of **Finance Executive-L II & Executive Assistant** mentioned at Sl. No. A and B above and
- ii) by 4 PM on 1<sup>st</sup> Oct'2020 for the post of **Project Engineer-L II** mentioned at Sl. No. C above.

**(Shortlisted candidate will be informed by return email indicating tentative time enabling them to attend the interview through video conferencing on the day of interview mentioned above. Candidates must have Whatsapp or any other such facility to interact through VC).**

3. The appointment against the above mentioned positions shall be purely on contract basis on consolidated pay for a 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 a 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 etc., if called for, failing which they will not be permitted to attend the interview.
6. The date for determining the upper age limit, qualifications 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 experience and it will be counted after attaining minimum qualification as prescribed above.
8. Essential qualifications as prescribed above should be a 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 be applicable as per the Govt. of India norms, as applicable to ERNET India.
11. Candidate belonging to reserved categories should produce the certificates 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, failing which such candidates will not be allowed to attend the interview / selection test against reserved posts and will not be allowed to claim the relaxations applicable in case of reserved categories.
12. In case of candidates belonging to OBC category, 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 candidature liable for rejection.
15. NO TA/DA shall be payable for attending the "Interview".

  
21/09/2020  
Arun Kumar Singh  
Registrar & Director -P&A

**ANNEXURE –I**

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

Affix one recent  
Passport Size  
Photograph

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

DD	MM	YY

8. Marital Status :

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

9. Category :

GEN	OBC	SC	ST	PH (HH)	EWS	Ex Serviceman

10. 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					

11. 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)		

12. Total Post Qualification experience in the relevant field :
13. Whether You are presently working or have earlier worked in ERNET India  
**Yes/No**  
If yes, please provide the details
14. 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
15. 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 \_\_\_\_\_

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

Signature \_\_\_\_\_

Mob. No. \_\_\_\_\_

Email \_\_\_\_\_

**Note : Candidate must be willing to attend the interview through Video Conferencing (VC). Candidates must have Whatsapp or any other such facility to interact through VC.**