

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:-

Name of Post : Consultant (Establishment/Personal/Admin)

| | |
|----------------------|--------------------------------------------------------------------------|
| Maximum Age | 63 Years |
| Monthly Remuneration | Rs. 50,000/- to 65,000/- per month |
| Place of Posting | Delhi |
| Duration | Initially for a period of one year further extendable as per requirement |

Qualification & Number of Year of Experience: : Graduate in any discipline Officer from Central Govt./PSU/Autonomous bodies having minimum 15 years of experience in administration and establishment matters.

Essential Experience: Fair knowledge of rule and regulation relating to establishment/personal/admin, working knowledge of e-files, Noting Drafting etc.

Job Profile: Handling establishment/admin matters, vigilance cases, disciplinary matters, fixation of pay etc.

Desirable: candidate should have working knowledge of MS word, Excel & Power point, e- file system and well conversant with computer and able to function independently.

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 04:00PM on 26.01.2024 (15days time)**

(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 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 criterion for short listing of application which may be called for the interview. A second round of interview may also be done by the committee in case; chairman is of the view that it is desirable to do so, chairman of the Selection Committee may 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 should 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. Reservation and relaxation as admissible for SC/ST/OBC/EWS/ will applicable as per the Govt of India norms, as applicable of ERNET India.

11 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 attend the interview /selection test against reserved posts and will not be allowed to claim the relaxation applicable 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 .Competent Authority of 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.

Registrar & Director –P&A