

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 posts on contract basis through interview, as per details below:-

(A) Post : Documentation Engineer (Project Engineer Level 02)

No. of Post	01
Maximum Remuneration	Rs. 45,000/-
Maximum Age	40 Years
Job Posting	Delhi
Project	ICT and Data Center Setup project
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 03 years in the relevant filed **post qualification in case of B.Tech/BE/MCA/MSc or equivalent or minimum 01 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/ Instrumentation.

****Relevant Field of Experience:** - Networking, IoT, Telecom, ICT Projects experience in developing MS Word/Excel, Power point based documentations, templates / forms and MS Office customization and document management.

Job Description:

- Collaborate with a team to produce a variety of Project related / technical documentations for IT related projects.
- Compile and maintain information/documentation relevant to the program for preparation of reports and documents
- Collaborate and work with subject matter experts and internal teams to obtain a deep understanding of solutions/desired documentation & accordingly generate documentation as per their requirements.
- Assist in the monitoring of projects' implementation, work plans and procurements process
- Ensure the documentation meets the relevant regulatory & quality requirements.
- Assist in the maintenance and review of supporting technical data/documents.
- Liaise / co-ordinate with review of other documentation such as user manuals, acceptance documents etc.
- Perform other related duties as assigned

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Skills:

- Highly proficient in the development of project related document, templates using MS Office tools (MS Word, Power Point, Excel, etc.).
- Excellent written and verbal communication skills in English with excellent Email writing / Noting / Drafting skills.
- Experience in govt. tendering process and relevant documentations.
- Desirable to have good knowledge of Government e Marketplace(GeM) bidding & General Financial Rules.

2. Eligible candidates interested to appear in interview should forward their CV / Bio data along with the details as per format provided at Annexure -I and self attested certificates in proof of education / experience / age / caste etc. through email at recruitment@ernet.in by 2 PM on 30.09.2022

(Shortlisted candidate will be informed by return email indicating tentative date, time & venue details to attend the interview)

Levels of Shortlisting:

Level 1: Initial shortlisting of candidate will be done based on their submitted documents.

Level 2: Upon shortlisting of candidate, final selection of candidate will be assessed based on his performance via face to face interview at ERNET India's office in Delhi. ERNET India will communicate the date and time of interview to the shortlisted candidates.

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 etc. if called for, failing which they will not be permitted to attend the interview.

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.

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10 In addition to the monthly remuneration selected candidates will also be entitled for meal coupons, medical facility (as per applicable rules), annual increments (based on your performance in the previous 12 months) @5% for first year and 7.5% for second year, conveyance allowance @ Rs.1500/- per month and maternity leave (female employees) maximum period of 26 weeks also be entitled for 2.5 days leave per month in addition to 9 casual leaves in a calendar year as per rule.

11. Reservation and 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 attend the interview /selection test against reserved posts and 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. Upon Selection of the candidate, the candidate has to submit medical examination report and police clearance certificate from the concerned authorities. Candidate also has to submit undertaking to the extent that nothing adverse to your C&A has been contemplated or pending in any Government Department/Police station/Courts/Legal Bodies etc. Undertaking/Certificate as submitted by the incumbent may be verified by ERNET India if required and in case any adverse report is received against the submitted undertaking/certificate, his/her service shall be terminated forthwith without assessing any reason/notice.

15. Upon Selection of the candidate, the candidate initially appointed at ERNET India, HQ Delhi. However, during the tenure in the organization he/she may be posted/shifted to any of the offices/project/Divisions/Department of ERNET India for long period as per work requirement without any additional remuneration.

16. 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.

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

18 .NO TA/DA shall be payable for attending the Interview

Arun Kumar Singh
Registrar & Director -P&A