

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 (Tender & Procurement)

Number of Post	01
Maximum Age	63 Years
Monthly Remuneration	Rs. 50,000/- to 65,000/- per month
Place of Posting	Delhi
Project	ICT & Data Centre Setup Project
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 procurement through GeM and Open Marked, Tender finalization and fair knowledge of GFR rules, Note sheet preparation, Record maintain, Assets maintaining.

Essential Experience:

- Preparation of tenders and standardized tender templates and relevant note sheets/paperwork
- Compilation, the drafting of high-quality proposal, bids, and tender answers to ensure that tender and bids are handled professionally, quickly, and in Compliance.
- Compilation of varied input to create a competitive bid document.
- Regular Communication with the user Department regarding tender criteria and status

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 04:00 PM on 14.04.2025 (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 to be extended upto 3 years subject to satisfactory work and conduct of the respective contract employees or maximum age of 65 years whichever is earlier.

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. Reservation and relaxation as admissible for SC/ST/OBC/EWS/ will applicable as per the Govt of India norms, as applicable of ERNET India.
- 10 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.
11. In case of candidates belonging to OBC categories, certificate should specifically contain the clause that the candidate does not belong to creamy layer section.
12. 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.
13. Canvassing in any manner and bringing outside influence shall make the candidate liable for rejection
14. 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 _____