

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

ERNET India intends to fill the following post on contract basis through video conferencing interview, as per details below:-

**Post - Consultant -Establishment/Admin (Date of Interview : 23.07.2021)**

- Number of Post : One (Contract basis)
- Maximum Age Limit : 62 Years
- Consolidated Pay : Rs. 50,000/- Plus 1500 Conveyance Allowance Per Month
- Job Location : Delhi

**Duration:** Initially for a period of one year.

**Qualification & Experience:-**

(i) Graduate

(ii) Retired official from Central Govt./PSU/Autonomous bodies etc. from the post of Section Officer/under secretary/Deputy Secretary or equivalent, having experience in Administration and establishment matters etc.

(iii) Well conversant with computer and able to function independently.

2. Eligible candidates interested to appear in interview through video conferencing should forward their CV/Bio data in the format provided at Annexure –I along with self attested certificate in proof of education /experience/age / through email at shama@eis.ernet.in by 04:00 PM on 19.07.2021

(Shortlisted candidate will be informed by return email indicating tentative time enabling them to attend the interview through video conferencing on prior to the date of interview candidates must have good internet facility available on mentioned mobile number)

3. ERNET India reserves the right to relax/modify/any criteria of eligibility regarding age/qualification/Experience/any other relevant parameters if candidate is found otherwise suitable.



**Arun Kumar Singh  
(Registrar & Director)**

**ANNEXURE -I**

Affix one recent  
Passport Size  
Photograph

Application for the post of " \_\_\_\_\_ "

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 \_\_\_\_\_

Signature \_\_\_\_\_

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

Tel. No. \_\_\_\_\_

Email \_\_\_\_\_