

No. EI-D/P&A/21-546/16

ERNET India

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

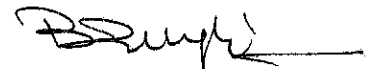
**Walk in Interview on 23.08.2017 at 09:30 Hours to 12:00 Hours**

**Name of the post:- Executive Assistant**

- |                         |   |
|-------------------------|---|
| a) Number of Post       | : 1 (Contract basis)                            |
| b) Place of Posting     | : Delhi   |
| c) Maximum Age Limit    | : 30 Years                                      |
| d) Monthly Remuneration | : Rs. 20,000/- plus other benefits as per rules |
| e) Duration             | : Initially for a period of one year            |

**Qualification & Experience**

- Should be Graduate.
  - 2 years experience in Personnel Management.
  - Well conversant with computer with good communication & written skills.
2. Eligible candidates should report for "Walk-in-Interview" as per date and time mentioned above address, candidate must also bring duly filled-in applications in the format attached at Annexure-I ~~alongwith copies of certificates/ testimonials relating to their qualification/ experience etc.~~
  3. Monthly remuneration will be subdivided/bifurcated as per applicable finance norms of ERNET India
  4. 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.
  5. ERNET India reserves the right to discontinue/terminate the services at any time without assigning any reason.
  6. No TA/DA shall be payable for attending "Walk in Interview".



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's Name :
- 3. Permanent Address :
- 4. Present Postal Address :
- 5. Nationality :

6. Date of Birth:

DD	MM	YYYY

7. Marital Status:

Married	Unmarried

8. Category:

GEN	OBC	SC	ST	PH(HH)	Ex Serviceman

9. 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					

10. Employment history in chronological order and experience (including training, if any)

Sr. 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 firm	Period		Pay Scale/S alary	Nature of work in brief
				From (DD/MM/YY)	To (DD/MM/YY)		

11. Total post qualification experience in the relevant field

12. Whether you are **presently working or have earlier worked** in Ernet India **Yes / No**  
If yes, please provide the details.

13. 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.

14. Additional Information, if any which you would 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 statements 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 \_\_\_\_\_