

ERNET India

10th floor, Jeevan Prakash Building, 25, Kasturba Gandhi Marg,
New Delhi-110001

ERNET India, an autonomous scientific society under Department of Information Technology, M/o Communications & Information Technology, has been set up with the main objectives of developing, setting up and operating a nationwide state-of-art Computer Communication infrastructure, to undertake and promote education, research & development, training and standardization in the area of computer networking and information technology and to develop options for consideration of the Government for development of information infrastructure and computer networking in the country.

ERNET India is looking for suitable personnel for the Posts of Sr. Finance Executive and Administrative Officer on contractual manpower under sponsored projects on consolidated remuneration as per details given below. The number of posts to be filled up, place of posting and remuneration to be paid are as under:-

Position	No. Of posts	Age Limit	Minimum Qualification & Experience	Remuneration
Administrative Officer (Administration and Legal)	01 (UR) (Delhi)	35 years	Graduate with Diploma in Social Welfare / Human Resource / Industrial Relations and experience of 05 years in relevant stream. (Candidates having Degree in Law will be preferred.)	Rs. 27,000/-
Administrative Officer (Procurement)	01 (OBC) (Delhi)	35 years	Graduate with Diploma in IT or Computer Science with 05 years of experience in Procurement / Purchase (as per GFR) (Candidates having qualification in Commerce will be preferred.)	Rs. 27,000/-
Sr. Finance Executive	01 (UR) (Delhi)	35 years	Graduate in Commerce with 07 years or Inter CA/ICWA with 02 years experience in relevant field like credit control, treasury management, MIS, debt recovery and use of financial analytical tools.	Rs. 35,000/-

1. ERNET India reserve the right not to fill up all the posts, if it so desires.
2. The candidates desirous to apply for the post and fulfilling eligibility criteria may download detailed terms of appointment from www.ernet.in. Applications in prescribed format with necessary documents as per details at site, shall reach the undersigned by 10.01.2012.

(Gulshan Kumar)
Deputy Director
Tel. No. 011-23765376

EI-D/P&A/1-266/11

ERNET India

(An Autonomous Scientific Society under Department of Information Technology,
GoI)

10th Floor, Jeevan Prakash Building, K. G. Marg,
New Delhi – 110001.

ERNET India, an autonomous scientific society under Department of Information Technology, M/o Communications & Information Technology, has been set up with the main objectives of developing, setting up and operating a nationwide state-of-art Computer Communication infrastructure, to undertake and promote education, research & development, training and standardization in the area of computer networking and information technology and to develop options for consideration of the Government for development of information infrastructure and computer networking in the country.

2. ERNET India is looking for suitable personnel for the following Non-technical contractual manpower under sponsored projects. The number of posts to be filled up, eligibility criteria, place of posting and consolidated remuneration to be paid are as under:-

I. Administrative Officer (Administration & Legal)

- | | | | |
|-----|-----------------------------------|---|-------------|
| (a) | No. of post | - | 1 (UR) |
| (b) | Place of Posting | - | Delhi |
| (c) | Age | - | 35 years |
| (d) | Consolidated Monthly Remuneration | - | Rs.27,000/- |
| (e) | Eligibility Criteria | - | |

Educational Qualifications & Experience: -

Essential: Graduate with Diploma in Social Welfare/Human Resource/Industrial Relations and experience of 5 years in relevant stream.

Optional: Candidates having Degree in Law will be preferred.

II. Administrative Officer (Procurement)

- | | | | |
|-----|-----------------------------------|---|--------------|
| (a) | No. of post | - | 1 (OBC) |
| (b) | Place of Posting | - | Delhi |
| (c) | Age | - | 35 years |
| (d) | Consolidated Monthly Remuneration | - | Rs. 27,000/- |

- (e) Eligibility Criteria -

Educational Qualifications & Experience: -

Essential: Graduate with Diploma in IT or Computer Science with 5 years of experience in Procurement/Purchase (as per GFR)

Optional: Candidates having qualification in Commerce will be preferred.

III. Sr. Finance Executive

- (a) No. of post - 1 (UR)
- (b) Place of Posting - Delhi
- (c) Age - 35 years
- (d) Consolidated Monthly Remuneration - Rs. 35,000/-
- (e) Eligibility Criteria -

Educational Qualifications & Experience: -

Essential: Graduate in Commerce with 7 years or Inter CA/ICWA with 2 years experience in relevant field like financial accounts, credit control, treasury management, MIS, debt recovery and use of financial analytical tools.

3. Number of vacancies indicated is provisional and may vary at the time of actual filling up of posts. ERNET India reserve the right not to fill up any or all the posts, if it so desires.

4. **Selection: -** Initial screening will be based on academic record and experience requirement as per essential qualification and experience specified for respective posts. Only short listed candidates shall be called for interview.

5. Interested candidates possessing the above qualifications and experience may apply in the prescribed format (Annexure-I). The applications must be supported by attested copies of certificates relating to educational and technical qualifications, date of birth, experience, category (SC/ST/OBC) & one recent passport size photograph, indicating the name of the post applied for on the envelope. Applications alongwith copies of required documents must reach to the Registrar & CPO, ERNET India, 10th Floor, Jeevan Prakash Building, K. G. Marg, New Delhi – 110001 on or before 10.01.2012. Incomplete applications will be rejected and no correspondence in this regard will be made.

6. Candidates must enclose Pay Order/Demand Draft of Rs.500/- in favour of ERNET India, New Delhi alongwith the application. However, SC/ST candidates are exempted from application fee.

7. The candidate must ensure that he/she fulfils the educational qualification, experience criteria and age as on the date of publication of the advertisement. For meeting the eligibility criteria the relevant experience will be counted from the date of passing the essential qualification required for the post to be filled up.

(Gulshan Kumar)
Deputy Director
Tel.No. 011-23765376

Application for the post of “_____”

1. Name in Full:
2. Father’s/ Husband’s Name:
3. Date of Birth:
4. Whether belongs to SC/ST/OBC:
5. Address for Correspondence:
6. Academic and Professional Qualification:

Exam/Degree	Year of Passing	Name of Instt./Board/University	Marks Aggregate	%age

7. Employment history and experience (including training)

Name of the Organization	Designation	Pay	Period (From – to)	Nature of work in brief

8. Additional Information, if any which you would like to mention in support of your suitability for the post.

9. Detail of Demand Draft

10. DECLARATION

I hereby solemnly declare and undertake that all information furnished by me are true, correct and complete to the best of my knowledge and belief. I undertake that, if at any stage of selection or even after selection, any of the information furnished by me is found to be false, incorrect or misleading, then my candidature / appointment / services will stand cancelled / terminated without assigning any reasons thereof.

Place:

Signature:

Date:

Name of the Applicant:

Tele. (or) Mob. No.

Email:

Office Use:

Screening Test Marks:

Comments: