

ERNET India  
(An Autonomous Society under Ministry of Electronics & Information Technology, GoI)  
5<sup>th</sup> 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:-

No of Post	Name of the Post	Under
(03) Three	Sr. Finance Executive Finance Executive Level 02 Finance Executive	ERNET Account – 02 NCCC Project – 01
<i>Note : Position will be filled as per the suitability of the candidates</i>		

**Brief details of every position mentioned below:**

**(A) Name of Post: Sr. Finance Executive**

Maximum Age	45 Years
Monthly Remuneration	Rs. 50,000/- to 65,000/- per month
Place of Posting	Delhi
Duration	Initially for a period of one year further extendable as per the requirements

**Qualification & Experience :** Commerce Graduate and CA (ICAI) or CMA (Institute of Cost Accountant of India) having minimum 02 years of post-qualification experience.

**Duties:** Techno-Commercial Analysis of Project, Taxation, Finalization of Accounts, Statutory Compliance, Project accounting, Pay roll accounting, Posting entries in Tally & Reconciliation etc. or any other related work delegated from time to time.

**Desirable:** Practical knowledge of Tally ERP Software and GST.

**(B) Name of Post : Finance Executive Level 02**

Maximum Age	40 Years
Monthly Remuneration	Rs. 40,000/- to 55,000/- per month
Place of Posting	Delhi
Duration	Initially for a period of one year further extendable as per requirement

**Qualification & Experience:** Commerce Graduate and CA inter (ICAI)/CMA (Institute of Cost Accountant of India) inter, with 4 years of experience or Regular MBA (Finance) with 02 years of experience or Fresher CA/CMA.

**Duties:** Techno-Commercial Analysis of Project, Taxation, Finalization of Accounts, Statutory Compliance, Project accounting, Pay roll accounting, Posting entries in Tally & Reconciliation etc. or any other related work delegated from time to time.

**Desirable:** Practical knowledge of Tally ERP Software and GST.

**(C) Name of Post : Finance Executive**

Maximum Age	35 Years
Monthly Remuneration	Rs. 30,000/- to 40,000/- per month
Place of Posting	Delhi
Duration	Initially for a period of one year further extendable as per requirement

**Qualification & Experience:** Commerce Graduate and CA/ICWAI or CMA(ICAI) inter with minimum 2 years of experience in Finance & Accounts.

**Duties:** Techno-Commercial Analysis of Project, Taxation, Finalization of Accounts, Statutory Compliance, Project accounting, Pay roll accounting, Posting entries in Tally & Reconciliation etc. or any other related work delegated from time to time.

**Desirable:** Practical knowledge of Tally ERP Software and GST

**Note :** Position will be filled as per the suitability of the candidates.

02. **Interested candidates who meets the eligibility criteria should forward their resume 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 4:00 PM on 27.07.2023. It may please be noted that position will be filled as per the suitability of the candidates.**

**(Shortlisted candidate will be informed by return email indicating tentative time to attend the interview )**

3. The selection will be made based written test/interview/ both, based on the decision of ERNET India in this regard. 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 candidates (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, 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 can be transferred to operational/ support activities of ERNET India or to any sponsored project during or on completion of the assignment 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/ Joining etc.
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 consolidated remuneration will be subdivided/bifurcated into 50% towards basic pay +30% towards HRA+20% towards variable pay.
10. Reservation and relaxation as admissible for SC/ST/OBC/EWS/ will applicable as per the Govt of India norms, as applicable of ERNET India.
- 11 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.
12. In case of candidates belonging to OBC categories, certificate should specifically contain the clause that the candidate does not belong to creamy layer section.
- 13.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.
14. Canvassing in any manner and bringing outside influence shall make the candidate liable for rejection.
15. NO TA/DA is admissible to attend the interview.
16. A candidate who has applied for a higher category of post may be called for a lower category of post and also based on the interview performance may be offered a post lower than the category for which candidate has applied and appeared for test/interview.

**Naveen Choudhary**  
**Registrar & Director (P&A)/Additional Charge**  
**Additional Director /Scientist “E”**

**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

14. If yes, please provide the details

15. Whether any of your relative is or was working in ERNET India

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 \_\_\_\_\_