

## 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 invites applications to fill up the following post on contract basis as per details mentioned below

### Post: Project Associate Level 01

No. of Post	01
Maximum Remuneration	Rs. 55,000/- to 70,000/-
Maximum Age	50 Years
Job Posting	Delhi
Duration	Initially for a period of one year further extendable as per requirement

**Essential Qualification:** Full time B.Tech/BE/MCA/M.Sc or equivalent degree in relevant discipline (\*)

**Work experience:** Atleast 06 years in the relevant filed \*\*post qualification in case of B.Tech/BE/MCA/MSc or equivalent or minimum 04 years of experience in the relevant filed \*\* post qualification in case of M.Tech/M.E or equivalent.

**\* Relevant Discipline (Educational Qualification):-** Electronics/ Information Technology/Electronics and Communication/ Tele Communication / Computer Science/Computer Application

### **\*\*Relevant Field of Experience for Project Associate Level 01**

#### **Job Description-**

- Support in Concept Notes & proposal preparation and related tender activities for newer opportunities/projects.
- Preparation of various reports and ppt. with respect to various meetings.
- Project management activities involving project planning, project execution, vendor management etc.
- Coordination with officers of division and collation of data with respect to inputs required for sending reports/email to MeitY/ other ministries.
- Coordination with various states/central departments for the information required to conceptualize and draft the concept notes.
- Need analysis with various states/central departments to understand their requirements.
- Market study to understand the ongoing technological solutions, it's pricing and other relevant details.
- Preparation of financial sheet for the newer proposals.
- Drafting and defining the scope of work, resource required and timelines for the proposals.
- Support in drafting of EoI/tenders and in other tender relates activities.
- Any other tasks as and when assigned by HoD and other officers of division

#### **Desirable**

- Experience in tendering, knowledge of General Financial Rule (GFR) and GEM process.

#### **General Conditions.**

2. Eligible candidates interested to appear in interview 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](mailto:recruitment@ernet.in) by 04:00 PM on 09.10.2024

(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 under a particular project can be transferred to another project during or on completion of the project in which he/she originally deployed, in the organizational interest.
5. 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.
6. Experience means post qualification and it will be counted after attaining minimum qualification as prescribed above.
7. Essential qualification as prescribed above should be from recognized University/Deemed university/institutes/Council etc..
8. Monthly consolidated remuneration will be subdivided/bifurcate as per ERNET Norms.
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. 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.

**Lt. Col. Niraj Kumar**  
**Registrar & Director (P&A)**

**ANNEXURE –I**



Application for the post of

- 1. Name in Full :
- 2. Father's/Husband Name :
- 3. Permanent Address :
- 4. Nationality :
- 5. Mobile Number & Email id :
- 6. Date of Birth :

DD	MM	YY

- 7. Marital Status :

<i>Married</i>	<i>Unmarried</i>

- 8. Category :

GEN	OBC	SC	ST	PH (HH)	EWS	Ex-Serviceman

- 9. Academic and Professional /Qualification

Name of the Examination Passed (Exam/ Degree)	Board / University	Mode of Education (whether full time/ distant/ online)	Name of the College /Institute	Year of Passing	% of Marks/Div. Obtained	Subject
SSC (10 <sup>th</sup> )						
HSSC (12 <sup>th</sup> )						
Graduation						
Post Graduation						
Professional Qualification						
Any Other						
Currently Pursuing						

10. Medium of Education : English/Hindi/Other

11. Employment history in chronological order (starting from current/last employment) and experience (Including training, if any)

S. No.	Name of the Organization (Ministry /Department /Government Organization /Autonomous Body /Private Organization	Designation	If in Government Organization /Autonomous Body; whether post is held on regular basis or adhoc basis or on deputation basis or in private firm	Period		Salary (CTC) Rs.
				From (dd/mm/yy)	To (dd/mm/yy)	
01						
02						

12. Total Post Qualification experience (i.e. essential qualification required for the post applied) in the relevant field (in Months & Years) :

13. Nature of Work Handled (Attach separate sheet, if required) :  
i) During Articleship/training :  
ii) During employment :  
iii) Skill sets relevant to the profile of the position applied for :

14. Hobbies & Interest :

15. Whether you are presently working or have earlier worked in ERNET India; If yes, then provide the details : **Yes/No**

16. Whether any of your relative is/was working in ERNET India: : **Yes/No**  
If yes then provide Name, Designation and Division in which He/She is/was working
17. Two References (one must be from current employer) :
18. Joining time required in case of selection :
19. Any medical history /condition that may create challenge in normal discharge of your duties and which you may require ERNET India to know. :
20. 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 herein above and documents provided in support of the same are true and correct; to the best of my knowledge and belief. I agree if any information is found to be false then ERNET India may cancel my candidature at any stage (even after selection and joining) and may also initiate suitable necessary legal action can be taken by ERNET India.

Place: \_\_\_\_\_

Name of the Applicant \_\_\_\_\_

Signature \_\_\_\_\_

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