

No. EI-D/P&A/1-417/2014/Pt.

ERNET India

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

Walk in Interview on 24.03.2017 at 10:00 AM

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) Maximum 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 and above having minimum 2 years post qualification experience.
 - Diploma/certification course in Computer is preferred.
 - 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, candidates must also bring duly filled in application in the format attached at Annexure –I along with **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 No TA/DA shall be payable for attending the "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 _____