

EI-D/P&A/12-9/2017

ERNET India

(An Autonomous Society under the Ministry of Electronics & Information Technology)
Block -1 A Wing, 5th Floor, DMRC IT Park, Shastri Park,
Delhi 110053

ERNET India, an autonomous scientific society under, Ministry of Electronics & Information Technology, has been set up with the main objectives of developing, setting up and operating a nationwide state-of-art Computer 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. The headquarter of the Society is based in Delhi and regional offices at Bangalore &, Chennai.

2. Applications are invited from suitable personnel for filling up of **One post of Registrar & Chief Personnel Officer (CPO) at Delhi Office.**

3. The mode of Recruitment, the eligibility criteria and place of posting for the post of Registrar & Chief Personnel Officer is as under:-

Registrar & Chief Personnel Officer

- | | | |
|------------------------|---|--|
| a. No. of Post | - | 01 (UR) |
| b. Pay scale | - | Level- 13 Pay Matrix Rs. 123100-215000/- |
| c. Mode of recruitment | - | By Direct Recruitment/Transfer (absorption)
failing which by Deputation |

Eligibility Criteria

(I) Educational Qualification & Age for Direct Recruitment:

MBA (HRD) with 10 years experience thereafter in the responsible position of Personnel/Administration

OR

Post Graduate in any discipline with 15 years experience thereafter in a responsible position in the field of Personnel/Administration

OR

Graduate in any discipline with PG Diploma in Personnel Management from recognized University with 20 years experience in a responsible position in the field of Personnel Management / Administration.

Age : Maximum Age limit is 50 years (with Relaxation as per Gol norms) as on closing date of application

(II) For Transfer (absorption)/ Deputation:

Person working on analogous post in Governments/PSUs/Autonomous bodies on regular basis

OR

Person working in the Pay Scale of Level -12 Pay Matrix Rs. 78000-209200/- (pre-revised pay scale of Rs. 15,600-39,100 (PB-3) GP Rs. 7600/-) and having 5 years regular service in the grade and equivalent field.

Essential Qualification:	Graduate
Desirable:	Post Graduate Diploma in Personnel/Finance and experience in the field of Personnel/Administration
Age:	Maximum age limit 56 years as on closing date of application

4. The person selected will also be eligible for medical facilities, reimbursement of tuition fee, newspaper expenses at the residence, etc. as per the Bye-Laws of ERNET India.

5. Interested candidates possessing the above qualifications and experience may apply in the prescribed format **(Annexure-I)**. The applications must be supported by self attested copies of certificates relating to educational 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 & Director (P&A), ERNET India, Block-I, A-Wing, 5th Floor, DMRC IT Park, Shastri Park, Delhi – 110053 latest by -15th November, 2017**. Incomplete applications will be rejected and no correspondence in this regard will be entertained.

6. (i) Candidates applying for the post on Direct Recruitment basis must enclose Pay Order/Demand Draft of Rs. 500/- **in favor of, "ERNET India", New Delhi** alongwith the application. However, SC/ST/women candidates, Persons with Disability and Ex Servicemen are exempted from payment of fee.

(ii) The candidates, who are applying on Deputation/Transfer basis are also to submit attested copies of ACR for the last five years.

(iii) For appointment on "Deputation Basis" (foreign service), the deputation would be governed by the terms and conditions contained in Department of Personnel and Training O.M. No. 2/29/91 – Estt. (Pay II) dated 05.01.1994, as amended from time to time.

(iv) The post is identified for the Physical Handicapped persons under the Category of One Arm (OA) , One Leg (OL), Both Leg (BL), One Arm and One Leg (OAL), Low Vision (LV) and Hearing Handicapped (HH).

7. The candidate must ensure that he/she fulfils the educational qualification & experience criteria as on the last date of submission of application i.e. 15th Nov., 2017.

8. The candidates who are already working in Central Govt./State Govt./PSUs/Autonomous Bodies must submit their application through "Proper Channel" certifying by their Departments that no Vigilance/Disciplinary case is pending/contemplated. Applications received after the due date, and without vigilance clearance will not be entertained. The candidates, who are already in service can send "Advance Copy" to avoid delay in submission of application. The Officer once selected shall not be allowed to withdraw his/her candidature at a later date.

- (Note:- i) Govt. Orders regarding age relaxations to various categories of candidates will be applicable.
- ii) Only short-listed candidates will be called for test/interview. Mere fulfilling of requirements as laid down in the advertisement does not qualify a candidate to be called for test/interview.
- iii) 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.
- iv) ERNET India reserves the right to cancel the process of recruitment for the post of Registrar & CPO without assigning any reason before joining the selected candidate.
- vi) Post of Registrar and CPO will be available on or after 1st February 2018.
- vii) No interim correspondence will be entertained. Application through E-mail etc. will not be acceptable.
- viii) Application after due date will not be acceptable.
- ix) Any modification/corrigendum/amendments will be published on ERNET website only.
- x) Jurisdiction : In case of any dispute, Courts at Delhi shall have exclusive jurisdiction.



(Bhupal Singh)

Registrar & Director (P&A)

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 & Since when	Period		Pay Scale	Nature of work in brief
				From (DD/MM/YY)	To (DD/MM/YY)		

11. Whether applying on Direct Recruitment/Transfer (absorption)/deputation basis:

12. Details of Fee i.e. Bank, Draft No. & Date

13. 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 statement made in the above Performa are true and correct to the best of my knowledge and belief.

Place : _____

Date: _____

Name of the Applicant _____

Signature _____

Tel.No. _____

Email _____

To BE FILLED BY THE PRESENT EMPLOYER

Certified that :

- I. The information given above by the officer is correct.
- II. No vigilance/disciplinary proceeding are pending or contemplated against the above mentioned officer.

Signature of the Competent Authority
 Name
 Organization
 (SEAL)