

VACANCY CIRCULAR

No. EI-D-P&A001/1/2021-PD-DG

ERNET India

(An Autonomous Scientific Society under Ministry of Electronics &
Information Technology, Govt. of India)

Block-1, A-Wing, 5th Floor, DMRC IT Park, Shastri Park, Delhi-110 053.

Date: 27.04.2023

CIRCULAR

Subject: Filling up various posts in ERNET India on deputation basis – reg.

It is proposed to fill up the following posts on “**Deputation Basis**” initially for a period of one year, further extendable as per requirements:-

Sl. No.	Name of the Post	No of vacancy	Level of pay in Pay Matrix as per 7th CPC
1.	Registrar & CPO	01	Level-13
2.	Senior Manager	02	Level-13
3.	Jr. Hindi Translator	01	Level-6
4.	Accountant	01	Level-6
5.	Personal Assistant	01	Level-6
6.	Jr. Assistant	02	Level-4

2. The eligibility conditions, experience etc. for the above mentioned posts are given at the **Annexure-I**.

3. The period of deputation including period of deputation held against another ex-cadre post immediately preceding this appointment in the same or some other organization shall not ordinarily exceed five years. The maximum age limit for appointment on deputation shall not be exceeding 56 years as on closing date of receipt of applications. The terms and conditions of deputation and pay & allowances will be governed in accordance with the Department of Personnel & Training's O.M. No. 6/8/2009 Estt. (Pay-II) dated 17.06.2010, as amended from time to time.

4. It is requested that the particulars in the prescribed performa (Annexure-II) of eligible and willing persons who can be spared immediately may be sent to this organization along with copies of their up-to-date Confidential Reports/APAR Dossier for the last five years duly attested by an officer not below the rank of Under Secretary and Vigilance Clearance/Disciplinary Clearance to the undersigned at the above-mentioned address not later than 30 days from date of publication of this advertisement in the Employment news. **Annexure-I and Annexure-II** can be downloaded from the official website <https://ernet.in>.

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5. Applications received after the due date and without CR/APAR dossiers Vigilance Clearance/Disciplinary Clearance will not be entertained under any circumstances. The official once selected shall not be allowed to withdraw his/her candidature at a later date.

6. ERNET India reserves the right to increase/decrease the number of vacancies as per the need. ERNET India reserves the right to cancel the process of recruitment at any stage for the above mentioned post(s) without assigning any reason.

7. Any modification/amendment etc. shall be uploaded on ERNET website.

(Arun Kumar Singh)
Registrar & Director (P&A)

To,

1. SO (Admn.) with the request to publish the above advertisement in the Employment News as well as in leading newspapers (i.e. in Hindi and English) through DAVP
2. MeitY with the request to upload the circular on MeitY's website.
3. National Carrier Service (NCS) portal.
4. Notice Board ...through website <https://ernet.in>

Annexure-I**Post Code: I**

1.	Post	Registrar & CPO
2.	Number of posts	01 (One)
3.	Pay Level	Level – 13 of the pay matrix Rs.123100-215900
4.	Eligibility	<p>i) Person working on analogous post in Govt./PSUs/Autonomous bodies on regular basis</p> <p style="text-align: center;">OR</p> <p>ii) Person working in the Level-12 (Rs.78800-209200) and having 5 years regular service in the grade and equivalent field.</p>
5.	Essential Qualification	Graduate
6.	Desirable	PG Diploma in Personnel/Finance and experience in the field of Personnel/Administration

Post Code: II

1	Post	Senior Manager
2	Number of posts	02 (Two)
3	Pay Level	Level – 13 of the pay matrix Rs.123100-215900
4	Eligibility	<p>i) Person holding analogous post on regular basis in Central / State Governments / PSUs / Autonomous bodies</p> <p style="text-align: center;">OR</p> <p>having 5 years regular service in Level-12 (Rs.78800-209200)</p> <p style="text-align: center;">AND</p> <p>ii) Possessing the following educational qualification: B.E. / B. Tech/M.Sc. or equivalent in the related field (*) with minimum 60% marks from a recognized University/ Institution</p> <p style="text-align: center;">OR</p> <p>M.E. / M. Tech in the related field (*) with minimum 60% marks from a recognized University/ Institution</p> <p style="text-align: center;">OR</p> <p>Ph. D. in the related field (*) from a recognized University/ Institution.</p> <p>(*) Computer Communication & networking, Data Communication, Internet & Web Technology, VSAT Communication.</p>

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Post Code: III

1	Post	Junior Hindi Translator
2	Number of posts	01 (One)
3	Pay Level	Level - 6 of the pay matrix Rs.35400-112400
4	Eligibility	<p>Person holding analogous post in a regular capacity in other Ministries or Departments of Government of India or Autonomous Bodies or Public sector Undertakings</p> <p style="text-align: center;">OR</p> <p>(i) having six years regular service in posts in Level-5 (Rs.29200-92300) or equivalent</p> <p style="text-align: center;">OR</p> <p>(ii) having ten years regular service in posts in Level-4 (Rs.25500-81100) or equivalent.</p>

Post Code: IV

1	Post	Accountant
2	Number of posts	01 (One)
3	Pay Level	Level - 6 of the pay matrix Rs.35400-112400
4	Eligibility	<p>Person working on analogous post in Govt./PSUs/Autonomous Bodies on regular basis.</p> <p style="text-align: center;">OR</p> <p>Person working in Level - 4 (Rs.25500-81100) and having 6 years regular service in the grade and equivalent</p> <p style="text-align: center;">AND</p> <p>possessing Degree in Commerce from recognized University with 3 years' experience in responsible position in the area of Commercial, Finance and Accounts and having working knowledge of computerized accounting packages.</p>
5	Desirable	Experience in a responsible position in the area of Accounts, Finance, Budgeting, etc, in organization of repute.

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Post Code: V

1	Post	Personal Assistant
2	Number of posts	01 (One)
3	Pay Level	Level - 6 of the pay matrix Rs.35400-112400
4	Eligibility	Persons working on analogous post in Govt./PSUs/Autonomous Bodies on regular basis. OR Persons working in Level-4 (Rs.25500-81100) and having 6 years regular service in the grade.
5	Essential Qualifications	Graduate with Shorthand Speed of 120/100 w.p.m. in English/Hindi.

Post Code: VI

1	Post	Junior Assistant
2	Number of posts	02 (Two)
3	Pay Level	Level - 4 of the pay matrix Rs.25500-81100
4	Eligibility	Person working on analogous post in Govt./PSUs/Autonomous Bodies on regular basis. OR Person working in Level-2 (Rs.19900-63200) and having 5 years regular service in the grade.
5	Essential Qualifications	Graduate from a recognized University
6	Desirable	Working Knowledge of computers