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

(A) Name of Post: Manager (F&A)

Post	01 (One)
Maximum Age	50 Years
Monthly Remuneration	Rs. 60,000/- to 80,000/- per month (Refer S.No. 9 for bifurcation of Monthly Remuneration components and S.No. 10 for other benefits payable).
Place of Posting	Delhi
Duration	Initially for a period of one year. Initial contract may be extended on year on year basis; based on the requirements. As per the bye-laws of ERNET India; total contract period can go upto 3 years.

Qualification & Experience : Commerce Graduate with CA or CMA with one year of post qualification experience in Finance & Accounts.

Jab Profile: Techno-Commercial Analysis of Project, GST & Income Tax related work, Finalization of Accounts, Statutory Compliance, Project accounting, Pay roll accounting, Posting entries in Tally, Bank Reconciliation etc. or any other related work delegated from time to time.

Desirable: Practical knowledge of Tally ERP Software, MS Excel, Income Tax, GST, Finalization of Accounts , Good communication Skills etc.

(B) Name of Post: Assistant Manager (F&A)

Post	01 (One)
Maximum Age	35 Years
Monthly Remuneration	Rs. 35,000/- to 50,000/- per month (Refer S.No. 9 for bifurcation of Monthly Remuneration components and S.No. 10 for other benefits payable).
Place of Posting	Delhi
Duration	Initially for a period of one year. Initial contract may be extended on year on year basis; based on the requirements. As per the bye-laws of ERNET India; total contract period can go upto 3 years.

Qualification & Experience : Commerce Graduate with CA (ICAI) inter or CMA (ICAI) inter with one year of experience in the Finance & Accounts.

or

Post Graduate in commerce with 3 years of experience in Finance & Accounts.

Jab Profile: Techno-Commercial Analysis of Project, GST & Income Tax related work, Finalization of Accounts, Statutory Compliance, Project accounting, Pay roll accounting, Posting entries in Tally, Bank Reconciliation etc. or any other related work delegated from time to time.

Desirable: Practical knowledge of Tally ERP Software, MS Excel, Income Tax, GST, Finalization of Accounts , Good communication Skills etc.

2. **Eligible candidates interested to appear in interview should forward their CV/Bio data 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 29.11.2026 (Shortlisted candidate will be informed by email indicating time and place for attending the interview)**

3.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 candidate(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 three years 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. If numbers of application received are more than 20 for a single vacancy, then ERNET India may devise criteria for shortlisting of application who may be called for the interview. ERNET India may also decide any proficiency test or subsequent round of interview for Selection.

6. The date of determining the upper age limit, qualification and/ or experience shall be the cut-off date specified for the submission of application i.e 29.11.2026. 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 should be from recognized University/Deemed University/Institute/Council etc.

9. Monthly consolidated remuneration will be subdivided/bifurcated into 65% towards Basic pay +25% towards HRA+10% towards transport allowance. Transport allowance is not be payable in case of absence during complete calendar month.

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10. In addition to the consolidated remuneration, shortlisted candidates will also be eligible for the following benefits as per the ERNET India rules:

i. Meal Coupon - Upto Rs.100 per working day based on attendance.
ii. Mediclaim Insurance - Reimbursement for self and dependent family member upto Rs.10,000.
iii. Re-imbursement of medical expenses incurred on OPD for self and dependent family members - Upto a maximum of one month consolidated monthly remuneration; in a year.
iv. Term life insurance - Rs. 10,00,000 for self.

Note : Benefits listed at S.No. 10(i, ii & iii) will be payable on completing of 4 month of initial contract period. Date of entitlement for claiming these benefits will be from the date of start of contract.

11. Relaxation as admissible for SC/ST/OBC/EWS/ will be applicable as per the Govt. of India norms, as applicable to ERNET India.

12 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 claim the relaxation application in case of reserved categories.

13. In case of candidates belonging to OBC categories, certificate should specifically contain the clause that the candidate does not belong to creamy layer section.

14. 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. ERNET India also reserves the right to increase/decrease the number of vacancy while making the selection. Further, ERNET India reserves the right not to fill the vacancy.

15. Canvassing in any manner and bringing outside influence shall make the candidate liable for rejection.

16. NO TA/DA is admissible to attend the interview.

Registrar & Director –P&A

Affix one recent Passport Size Photograph

ANNEXURE –I

Application for the post of

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

DD	MM	YY

7. Marital Status :

Married	*Unmarried*

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 (10th)						
HSSC (12th)						
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						
03						
04						

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 : Y**es/No**

16. Whether any of your relative is/was working in ERNET India: If yes then provide Name, Designation and Division in which He/She is/was working : **Yes/No**

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: _____