

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 intends to fill up the following post purely on short term contract basis through walk-in-interview, as per details below:-

**Name of Post : Administrative Assistant (procurement)**

Maximum Age	35 Years
Monthly Remuneration	Rs. 35,000/- to 50,000/- per month
Place of Posting	Delhi
Duration	Initially for a period of one year further extendable as per the requirement of the organization and performance of the incumbent.

**Qualification & Number of Year of Experience:** Graduate in any discipline with 04 years of post qualification experience in the field of procurement or Post graduate in any discipline with 02 years of post qualification experience in the field of procurement in government departments. .

**Essential Experience :** Hands on experience in GeM procurement & all types of bidding at GeM portal. Working knowledge of e-files, Noting, Drafting of letters, O.M, P.O & work order etc.

**Job Profile:** Assist in the preparation of tenders. Drafting of high-quality proposal, bids, Compilation of varied inputs from different member to create a more competitive bid document, evaluation of bids, and contract negotiation, handle ongoing communication with the user Departments, Handling the complete bid life cycle on GeM for different types of bids (Custom/BOQ etc.)

**Desirable:** candidate should have working knowledge of MS office suite and be tech savvy, knowledge of GFR rules, Procurement procedures & rules.

Preference may be given to the candidate having exposure and experience in e-office & in Govt Department /PSU/Autonomous Bodies,

**02. Eligible and interested candidates are requested to attend the walk-in-interview on 17 April 2026 at 10:00 AM at ERNET India, Block 1, A Wing, 5th Floor, DMRC IT Park, Shastri Park, Delhi – 110053, and must bring their updated CV along with proof of education, experience, age, caste (if applicable), and the duly filled format provided in Annexure-I.**

03. 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 project duration (Not exceeding three years) and 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. 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 date of interview. 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. No additional conveyance allowance shall be paid over and above the consolidated monthly pay.
10. In addition to the consolidated remuneration, candidates will be eligible for the following benefits as per the ERNET India rules.
  - Meal Coupon
  - Medicalim Insurance
  - Re-imbusement of OPD bills
  - Term life insurance
11. Relaxation as admissible for SC/ST/OBC/EWS/ will applicable as per the Govt of India norms, as applicable of 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.
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.