

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 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 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](mailto:recruitment@ernet.in) by 04:00 PM on 26.05.2025.**

**Shortlisted candidate will be informed by return e-mail indicating venue, date and time to attend the interview.**

3. The appointment against the above mentioned positions shall be purely on short term contract basis on above mentioned consolidated 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. If numbers of application received are more than 20 for a single vacancy, then ERNET India may devise a criterion for short listing of application which may be called for the interview. A second round of interview may also be done by the committee in case; chairman is of the view that it is desirable to do so, Chairman of the Selection Committee may decide any proficiency test or subsequent round of interview for Selection, if required.
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 should 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. Reservation and relaxation as admissible for SC/ST/OBC/EWS/ will applicable as per the Govt of India norms, as applicable of ERNET India.
11. Candidates belonging to reserved categories should produce the valid 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 attend the interview /selection test against reserved posts and will not be allowed to claim the relaxation applicable in case of reserved categories.
12. In case of candidates belonging to OBC categories, certificate should specifically contain the clause that the candidate does not belong to creamy layer section.
13. Competent Authority of 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.
14. Canvassing in any manner and bringing outside influence shall make the candidate liable for rejection
15. NO TA/DA is admissible to attend the interview.

**Registrar & Director –P&A**

**ANNEXURE –I**

Affix one recent  
Passport Size  
Photograph

Application for the post of

- 1. Name in Full :
- 2. Father's/Husband Name :
- 3. Permanent Address :
- 4. Present Postal Address :
- 5. Nationality :

6. Mobile Number :

7. Date of Birth :

DD	MM	YY

8. Marital Status :

<i>Married</i>	<i>Unmarried</i>

9. Category :

GEN	OBC	SC	ST	PH (HH)	EWS	Ex Serviceman
Yes						

10. 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					

11. Medium of Education :

12. 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)	

13. Total Post Qualification experience (i.e. essential qualification required for the post applied) in the relevant field (in Months & Years) :

14. 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 :

15. Hobbies & Interest :

16. Whether you are presently working or have earlier worked in ERNET India; If yes, then provide the details : Yes/No

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

18. Two References (one must be from current employer) :

19. Joining time required in case of selection :

20. Any medical history /condition that may create challenge in normal discharge of your duties and which you may require ERNET India to know. :

21. 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: \_\_\_\_\_