

ERNET India

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

5th Floor, Block-I, A-Wing, DMRC IT Park, Shastri Park, Delhi – 110053

1. ERNET India intends to fill up the following post on contract basis through interview, as per details below:

(A) Post: Administrative Assistant (Procurement)

Number of Post	01
Maximum Age	35 Years
Monthly Remuneration	Rs. 35,000/- to Rs. 50,000/- per month
Place of Posting	Delhi
Project	Smart Classroom Project
Duration	Initially for a period of one year further extendable as per the requirement

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.

2. **Eligible candidates who are interested in appearing for the interview are requested to forward their Application in the prescribed format (Annexure-I) and CV/Bio-data, along with self-attested copies of certificates in support of their educational qualifications, experience, age, caste, etc., to recruitment@ernet.in by 07.09.2026. Candidates are also requested to submit their details through the link mentioned below.**

https://docs.google.com/forms/d/e/1FAIpQLSdl6DdK_MCJabeaDb9SFeJ2zFXNakkwUadfSV35f2IHc4SyDQ/viewform?usp=dialog

***It is mandatory for candidates to send their Application (Annexure-I) and CV to the above-mentioned email ID.**

Shortlisted candidates will be informed via email about the tentative time 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. 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 last date of application. 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.

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

- Meal Coupon - Upto Rs.100/- per working day based on attendance.
- Mediclaim Insurance - Reimbursement for self and dependent family members upto Rs.10,000/- per annum.
- Re-imbursement of OPD Bills - Upto maximum of one month consolidated monthly remuneration in a year.
- Term life insurance - Rs.10,00,000/- for self.

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; failing 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.

17. Benefits/Rule Position stated herein above is as on the date of advertisement. ERNET India reserves the right to make the new rules and / or amend the existing rules anytime and the same will be applicable from the date of its insertion /amendment.

Registrar & Director (P&A)