Walk in Interview on 23.08.2017 at 09:30 Hours to 12:00 Hours

Name of the post:- Executive Assistant

- Number of Post: 1 (Contract basis)
- Place of Posting: Delhi
- Maximum Age Limit: 30 Years
- Monthly Remuneration: Rs. 20,000/- plus other benefits as per rules
- Duration: Initially for a period of one year

Qualification & Experience

- Should be Graduate.
- 2 years experience in Personnel Management.
- Well conversant with computer with good communication & written skills.

2. Eligible candidates should report for “Walk-in-Interview” as per date and time mentioned above address, candidate must also bring duly filled-in applications in the format attached at Annexure-I along with copies of certificates/testimonials relating to their qualification/experience etc.

3. Monthly remuneration will be subdivided/bifurcated as per applicable finance norms of ERNET India

4. ERNET India reserves the right to relax/modify/any criteria of eligibility regarding age/qualification/Experience/ any other relevant parameters if candidate is found otherwise suitable.

5. ERNET India reserves the right to discontinue/terminate the services at any time without assigning any reason.

6. No TA/DA shall be payable for attending “Walk in Interview”.

Registrar & Director (P&A)
ANNEXURE I

Application for the post of "__________________________"

1. Name in Full : 

2. Father's/Husband's Name : 

3. Permanent Address : 

4. Present Postal Address : 

5. Nationality : 

6. Date of Birth: 
   DD | MM | YYYY
   __________________ |
   __________________ |

7. Marital Status: 
   Married | Unmarried
   __________________ |
   __________________ |

8. Category: 
   GEN | OBC | SC | ST | PH(HH) | Ex Serviceman
   __________________ |
   __________________ |
   __________________ |
   __________________ |
   __________________ |
   __________________ |

9. Academic and Professional Qualification :

<table>
<thead>
<tr>
<th>Name of the Examination Passed (Exam/Degree)</th>
<th>Board/University</th>
<th>Name of the College/Institute</th>
<th>Year of Passing</th>
<th>% of marks/Div. Obtained</th>
<th>Subject</th>
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<td>Professional Qualification</td>
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<td>Any Other</td>
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10. Employment history in chronological order and experience (including training, if any)

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<tr>
<th>Sr. No</th>
<th>Name of the Organization (Ministry/Department/Government Organization/Autonomous Body/Private organization)</th>
<th>Designation</th>
<th>Whether post is held on regular basis or adhoc basis or on deputation basis or in private firm</th>
<th>Period From (DD/MM/YY)</th>
<th>To (DD/MM/YY)</th>
<th>Pay Scale/Salary</th>
<th>Nature of work in brief</th>
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11. Total post qualification experience in the relevant field

12. Whether you are presently working or have earlier worked in Ernet India Yes / No
   If yes, please provide the details.

13. Whether any of your relative is or was working in Ernet India. Yes / No
   If yes provide Name, Designation and Division in which He/She is working.

14. Additional Information, if any which you would 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 statements made in the above Performa are true and correct to the best of my knowledge and belief. I agreed if any information found falls my candidature will be cancelled and suitable necessary legal action can be taken by ERNET India.

Place: ________________

Name of the Applicant: ________________

Signature: ________________

Date: ________________

Tel. No. ________________

Email: ________________