

## ERNET India

(An Autonomous Society under Ministry of Electronics & Information Technology, Govt)  
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 posts on contract basis through walk-in-interview, as per details below:-

**Post : Sr. Finance Executive (Date & Time of Interview :-21.08.19 at 10:00 AM)**

**Registration of interested candidates shall be open from 09:30 AM to 11:00AM on the date of interview.**

- No. of Post : One (01)
- Maximum Age : 35 Years
- Maximum Monthly Remuneration : Rs.50,000/- to Rs. 55,000/- per month
- Duration : Initially for a period of one year further extendable as per requirement

**Qualification & Experience :** Commerce Graduate and CA (ICAI) or CMA (ICAI) or CS (ICSI) having minimum 3 years of post qualification experience out of which at least 2 years experience should be in manufacturing /trading service organization (other than with a firm of CA/CMA/CS)

**Duties:** Techno-Commercial Analysis of Project, Funds Management, Taxation, Project accounting and any other accounts & finance related work awarded from time to time

**Desirable :** Practical knowledge of Tally and GST firsthand experience.

**Post : Finance Executive (Date & Time of Interview :-21.08.19 at 02:00 PM)**

**Registration of interested candidates shall be open from 01:00 PM to 02:30 PM on the date of interview.**

- No. of Post : One (01)
- Maximum Age : 35 Years
- Maximum Monthly Remuneration : Rs.35,000/- to Rs. 40,000/- per month
- Duration : Initially for a period of one year further extendable as per requirement

**Qualification & Experience :** Commerce Graduate and CA (Inter)/MBA Finance (Regular Full time Course);, having minimum 3 years of Post qualification experience (fresh CA (ICAI) or CMA (ICAI) or CS (ICSI) may also apply without any requirement of post-qualification experience.

**Duties:** Taxation, Finalization of Accounts, statutory Compliance, Project accounting, pay roll accounting posting entries in Tally & Reconciliation etc. or any other finance & accounts related work delegated from time to time.

**Essential:** Practical knowledge of Tally, GST firsthand experience.

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2. Eligible candidates should report for Walk-In-Interview as per date and time at above mentioned address. **Candidate shall also bring duly filled in application in the format attached as Annexure-I along with self attested copies of certificates/testimonials relating to their qualification/experience/Age/Caste Certificate etc.**
3. ERNET India reserves the right to discontinue /terminate the services at any time without assigning any reason.
4. Monthly remuneration will be subdivided/bifurcated as per applicable finance norms of ERNET India.
- 5 Candidates should produce their current/Last salary slip or proof of salary at the time of interview.**
6. 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 any further modification/amendment/clarification will only be published on ERNET India website [www.ernet.in](http://www.ernet.in). Application are advised to visit the website for updated information
7. NO TA/DA shall be payable for attending the "Walk-In-Interview:

  
Arun Kumar Singh  
Registrar & Director –P&A

**ANNEXURE-I**

**Application for the post of “\_\_\_\_\_”**

Affix one  
recent  
Passport  
size  
Photograph

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 :

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					

10. Employment history in chronological order and experience (including training, if any)



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

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 \_\_\_\_\_