

## 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

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

### (A) Post : Project Manager Level 02 (Mohali and Bangalore)

Number of Post	02
Maximum Age	63Years
Monthly Remuneration	Rs. 75000/- to 1,25,000/- per month
Project	ICT & Data Centre Setup Project
Place of Posting	Mohali & Bangalore
Duration	Initially for a period of one year further extendable as per the requirements

**Essential Qualification:** Full time B.Tech/BE/MCA/M.Sc or equivalent degree in relevant discipline (\*)

**Work experience:** Atleast 10 years in the relevant field \*\*post qualification in case of B.Tech/BE/MCA/MSc or equivalent or minimum 08 years of experience in the relevant filed \*\* post qualification in case of M.Tech/M.E or equivalent.

\* **Relevant Discipline (Educational Qualification):-** Electronics/ Information Technology/Electronics and Communication/ Tele Communication / Computer Science/Computer Application/ Instrumentation/Physics.

**\*\*Relevant Field of Experience for Project Manager Level 02 :** Networking/Telecom/ Data Centers / IT Infrastructure commissioning & management. However, atleast 5 years of experience should be available in managing projects related to Data Centers /IT Infrastructure related Projects

### Job Description-

- To lead and oversee the successful delivery of Data Centre/ICT program/projects
- .Plan and execute activities related to end-to-end program/project management, including project plans and, scoping and requirements through implementation, deployment, stakeholder management, post implementation review and project handover. Proactively monitor, manage and report on execution of deliverables.
- Should be responsible for managing data center (DC) and DR activities like installations, commissioning, configuration, incident management, change management, performance tuning activities and patching, upgradations, migration etc

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- Ensuring overall success for the program/project, including time, cost, technical and performance parameters.
- Ensuring the completion of program/projects as per the timelines.
- Basic idea of handling Servers, Networking, Firewall, EMS, etc.
- Establishing effective project governance, processes and systems to be utilized throughout projects.
- Advising upon the procurement & management of resources.
- Leading and facilitating the overall cross-functional project team.
- Managing the change control process
- Monitoring and advising upon project finances, ensures to create and monitor project's financial status sheet.
- Managing the flow of project information between the team and the stakeholders, through regular meetings and written communications.
- Ensuring the production of formal project progress and other reports such as project analytics and related progress report for higher management.
- Taking a leading role in interfacing with the customer and other stakeholders, at all project stages
- Shall be responsible for synchronization and coordination among System Integrators to complete the overall work for project w.r.t data centres & remote location activities
- Regularly monitor and analyse project progress to ensuring projects remain within scope & schedule.
- To Identify and act upon ways to improve internal systems and processes.
- To participate in Business Development activities where required.
- To perform need analysis with various govt. departments and ministries.
- To Prepare concept notes and Techno-commercial project proposals.
- Perform other related duties as assigned.

**Skills:**

- Good Knowledge of IT networking and Data Centre Infrastructure (Both Non IT and IT equipment) .
- Possess experience on Microsoft Project Plan(MPP)/JIRA or other project management tools etc.
- Possess strong knowledge of project management processes.
- Ability to drive the project as per milestones and solve problems
- Ability and willingness to find creative and innovative solutions to reduce/maintain costs with no impact on quality and reliability.
- Good Documentation and Presentation skills.
- Possess excellent communication skills, attention to detail, and maintain high quality standards.

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**(B) Project Manager Level 02 (Delhi)**

Number of Post	01
Maximum Age	63Years
Monthly Remuneration	Rs. 75000/- to 1,25,000/- per month
Project	ICT & Data Centre Setup Project
Place of Posting	Delhi
Duration	Initially for a period of one year further extendable as per the requirements

**Essential Qualification:** Full time B.Tech/BE/MCA/M.Sc or equivalent degree in relevant discipline (\*)

**Work experience:** Atleast 10 years in the relevant field \*\*post qualification in case of B.Tech/BE/MCA/MSc or equivalent or minimum 08 years of experience in the relevant filed \*\* post qualification in case of M.Tech/M.E or equivalent.

\* **Relevant Discipline (Educational Qualification):-** Electronics/ Information Technology/Electronics and Communication/ Tele Communication / Computer Science/Computer Application/ Instrumentation/Physics.

**\*\*Relevant Field of Experience for Project Manager Level 02 :** Managed three or more IT projects end to end in terms of Project Management, Vendor Billing, Asset Management etc.

**Job Description-**

- To lead and oversee the successful delivery of Data Centre/ICT program/projects.
- Management of Vendor Billing, Asset Management, proper records keeping etc.
- Plan and execute activities related to end-to-end program/project management, including project plans and, scoping and requirements through implementation, deployment, stakeholder management, post implementation review and project handover. Proactively monitor, manage and report on execution of deliverables.
- Ensuring overall success for the program/project, including time, cost, technical and performance parameters.
- Ensuring the completion of program/projects as per the timelines.
- Establishing effective project governance, processes and systems to be utilized throughout projects.

Cont..

- Monitoring and advising upon project finances , ensures to create and monitor project's financial status sheet.
- Managing the flow of project information between the team and the stakeholders, through regular meetings and written communications.
- Ensuring the production of formal project progress and other reports such as project analytics and related progress report for higher management.
- Taking a leading role in interfacing with the customer and other stakeholders, at all project stages
- Shall be responsible for synchronization and coordination among System Integrators to complete the overall work for project w.r.t data centres & remote location activities
- Regularly monitor and analyse project progress to ensuring projects remain within scope & schedule.
- To Identify and act upon ways to improve internal systems and processes.
- To participate in Business Development activities where required.
- To perform need analysis with various govt. departments and ministries.
- To Prepare concept notes and Techno-commercial project proposals.
- Perform other related duties as assigned.

#### **Skills:**

- Good Knowledge of IT networking and Data Centre Infrastructure (Both Non IT and IT equipment) .
- Possess experience on Microsoft Project Plan(MPP)/JIRA or other project management tools etc.
- Possess strong knowledge of project management processes.
- Ability to drive the project as per milestones and solve problems
- Ability and willingness to find creative and innovative solutions to reduce/maintain costs with no impact on quality and reliability.
- Good Documentation and Presentation skills.
- Possess excellent communication skills, attention to detail, and maintain high quality standards.
- Highly proficient in the development of project related document, templates using MS Office tools (MS Word, Power Point, Excel, etc.)
- Desirable to have experience in tendering process, GeM Biding and have knowledge of GFR processes.

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**(C ) Project Manager Level 01**

Number of Post	01
Maximum Age	50 Years
Monthly Remuneration	Rs. 55,000/- to 70,000/- per month
Project	ICT & Data Centre Setup Project
Place of Posting	Delhi
Duration	Initially for a period of one year further extendable as per the requirements

**Essential Qualification:** Full time B.Tech/BE/MCA/M.Sc or equivalent degree in relevant discipline (\*)

**Work experience:** Atleast 06 years in the relevant field \*\*post qualification in case of B.Tech/BE/MCA/MSc or equivalent or minimum 04 years of experience in the relevant filed \*\* post qualification in case of M.Tech/M.E or equivalent.

**\* Relevant Discipline (Educational Qualification):-** Electronics/ Information Technology/Electronics and Communication/ Tele Communication / Computer Science/Computer Application/ Instrumentation/Physics.

**\*\*Relevant Field of Experience for Project Engineer Level 02:** - Managed or assisted atleast one IT projects end to end in terms of Project Management, Vendor Billing, Asset Management etc :

- In preparation of Technical Proposals & Tenders by exploring & Studying new Govt/Ministerial policies/relevant information from relevant sources based on discussions/provided Concept notes.
- In execution of deployment ICT Projects, coordinating in between States/Vendors, managing timelines and SLA of the project.
- In Capacity Building/Training Programs.
- Should have skill to manage vendor billing, asset management, records keeping etc.
- Should have a zeal to explore and learn newer topics & technology.

**Job Description:**

- To monitor and ensure the completion of project activities within the defined timeline.
- To co-ordinate with project stakeholders on a daily basis.

- Assist in the monitoring of projects' implementation, work plans and procurements process, vendor billing, asset management etc.
- To prepare the daily project status report and monitor the same to ensure it's completion as per the requirement.
- Assist in the completion and review of O&M activities.
- Liaise / co-ordinate with end users to prepare daily sessions schedule, conduction of schedule, participation of students/schools and monitor/moderate the sessions.
- To co-ordinate with end users and ISPs to make sure the availability of project prerequisites at sites.
- Perform other related duties as assigned. Skills:
- Highly proficient in the development of project related document, templates using MS Office tools (MS Word, Power Point, Excel, etc.)
- Excellent written and verbal communication skills in English with excellent Email writing / Noting / Drafting skills.
- Experience in govt. tendering process and relevant documentations.
- Desirable to have good knowledge of Government e Marketplace(GeM) bidding & General Financial Rules.

**(D) Post : Sr. Project Engineer**

Number of Post	01
Maximum Age	45 Years
Monthly Remuneration	Rs. 45,000/- to 60,000/- per month
Project	ICT & Data Centre Setup Project
Place of Posting	Mohali
Duration	Initially for a period of one year further extendable as per the requirements

**Essential Qualification:** Full time B.Tech/BE/MCA/M.Sc or equivalent degree in relevant discipline (\*)

**Work experience:** Atleast 04 years in the relevant field \*\*post qualification in case of B.Tech/BE/MCA/MSc or equivalent or minimum 02 years of experience in the relevant filed \*\* post qualification in case of M.Tech/M.E or equivalent.

**\* Relevant Discipline (Educational Qualification):-** Electronics/ Information Technology/Electronics and Communication/ Tele Communication / Computer Science/Computer Application/ Instrumentation/Physics.

**\*\*Relevant Field of Experience for Sr. Project Engineer:** -Routing and Switching knowledge LAN, WAN, OSPF, BGP etc.

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**(E )Post: Sr. Project Engineer**

Number of Post	01
Maximum Age	45 Years
Monthly Remuneration	Rs. 45,000/- to 60,000/- per month
Project	ICT & Data Centre Setup Project
Place of Posting	Mohali
Duration	Initially for a period of one year further extendable as per the requirements

**Essential Qualification:** Full time B.Tech/BE/MCA/M.Sc or equivalent degree in relevant discipline (\*)

**Work experience:** Atleast 04 years in the relevant field \*\*post qualification in case of B.Tech/BE/MCA/MSc or equivalent or minimum 2 years of experience in the relevant filed \*\* post qualification in case of M.Tech/M.E or equivalent.

**\* Relevant Discipline (Educational Qualification):-** Electronics/ Information Technology/Electronics and Communication/ Tele Communication / Computer Science/Computer Application/ Instrumentation/Physics.

**\*\*Relevant Field of Experience for Sr. Project Engineer:** - Knowledge of Server operation (Hardware & Software) , Linus, Ubuntu Redhat etc.

**(F ) Post : Jr. Executive Assistant**

Number of Post	01
Maximum Age	35 Years
Monthly Remuneration	Rs. 25,000/- to 35,000/- per month
Project	ICT & Data Centre Setup Project
Place of Posting	Delhi
Duration	Initially for a period of one year further extendable as per the requirements

**Essential Qualification:** Graduate in any discipline



**Work experience:** Atleast 03 years in the relevant field \* after post qualification. Out of 03 years' experience, minimum one year of experience in Government/CPSE/Autonomous Bodies.

**Relevant Field :** Letter drafting, phone handling, document maintenance, meeting coordination, MS Office (Word, Excel, PowerPoint) proficiency.

**Job Description –**

- Handling telephone calls and other communications.
- Managing e-filing/physical file/ record etc.
- Recording information as needed.
- Updating paperwork, maintaining documents, and Word processing.
- Performing general office duties and errands.
- Creating, maintaining, and entering information into databases.
- Candidate should have working knowledge of MS Word, Excel and Power Point.

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 06.11.2025.**

**(Shortlisted candidate will be informed by return email indicating tentative time to attend 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 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 number of application received are more than 20 for a single vacancy, then ERNET India may devise a criteria for short listing of application which 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 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
- Medical Insurance
- Re-imbursement 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; 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.

## 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 & Email id :

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. N o.	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: \_\_\_\_\_