



## Software Technology Parks of India

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

No. 5, III Floor, Rajiv Gandhi Salai, Taramani, Chennai - 600 113

### Employment Notice

No. 001/2016-STPI

Software Technology Parks of India (STPI) is providing statutory services to the exporters under STPI/EHTP scheme and also extending infrastructural facilities including High Speed Internet and IPLC links. STPI at present has 55 centres at different locations in the country. Applications are invited from the eligible candidates for filling up Group 'B' vacancies given below at STPI (Chennai) and in its sub-centres. The vacancies are proposed to be filled up by transfer (absorption) basis / direct recruitment on contract basis for a period of three years which is likely to be regularized/extended/terminated depending upon the performance of the candidate during contract service.

Post Code	: A-5
Name of the Post	: Administrative Officer (A-V)
Pay Band and Grade Pay	: PB-2 (Rs. 9300-34800) GP Rs. 4600/-
Age Limit	: For appointment on transfer (absorption) basis : 56 years For appointment on direct recruitment basis : 40 years ( Relaxation as per Govt. of India Rules).
No. of Post	: 1 (UR)

#### Essential Qualifications and Experience: For Direct Recruits:

Graduate in any discipline from a recognized University with six years experience in the field of personnel/ administration/vigilance OR

Post Graduate in any discipline from a recognized University with four years experience in the field of personnel/ administration/ vigilance

Desirable : Diploma in Personnel/Financial/Purchase Management. OR

MBA from recognized University with one year experience in the field of Personnel / Administration / Vigilance.

For Transfer (absorption): Officers of the Central / State Govt./PSUs/Autonomous Bodies.

(i) Holding analogous post on regular basis OR

Having five (5) years regular service in PB-2[Rs. 9300-34800] with the Grade Pay of Rs. 4200/- and having experience in Administration/Personnel/Vigilance.

(ii) Possessing qualifications as prescribed for Direct Recruits.

#### How to apply:

Candidates meeting the above eligibility requirements may fill up the application online available at website ([www.chennai.stpi.in](http://www.chennai.stpi.in)). Applicants are required to take the printout of the filled in Application Form and send the signed filled in Application Form complete in all respects alongwith self attested copies of certificates (uploaded on the website) relating to qualification(s), date of birth, experience certificate(s), caste certificate etc. by the last date of receipt of application to the Administrative Officer, Software Technology Parks of

India, No. 5, III Floor, Rajiv Gandhi Salai, Taramani, Chennai - 600 113. alongwith an application fee of Rs. 300/- ( Rupees Three Hundred only) per application by Demand Draft/ Indian Postal Order (IPO) ( having three month validity ) drawn in favour of 'Software Technology Parks of India', payable at Chennai. No fee is required to be paid by candidates belonging to SC/ST/PH category. Female candidates are also exempted from payment of fee. Fee once paid shall not be refunded.

Persons working in Central/State Government/PSUs/Autonomous organizations may send their applications through proper channel. The application/s shall accompany with APARs of last 5 years, along with their latest vigilance profile (i) penalty imposed, if any during the last 10 years (ii) details of disciplinary action initiated / being initiated if any etc., However, a copy of the application may be sent in advance for consideration.

#### Selection process:

Received applications by the last date of receipt of applications shall be screened and screened - in candidates shall be called for written test at Bengaluru. Candidate(s) shall be selected on the basis of merit of the written test and shall be offered appointment.

The written test will consist of from Generic area (Logical, Analytical Reasoning Capabilities, Quantitative, Qualitative abilities and Generic Awareness and Aptitude as given below.

Written Examination	Remarks
A. General Intelligence & Reasoning - 25 marks B. General Awareness - 25 marks C. Numerical Aptitude - 25 marks D. English Comprehension - 25 marks E. Knowledge of Central Government Rules and procedures/instructions - 50 marks.	Total 150 questions will be there containing one (01) mark for each question. Time duration of the paper will be 2 1/2 hrs.

Last date of receipt of applications: within 45 days of publication of this advertisement in the Newspaper. 10 days extra period shall be given in respect of applications received from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangri Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.

Opening Date of Online Application : 03.12.2016

Closing Date of Receipt of Online Application : 02.01.2017

Closing Date of Receipt of duly signed - in Application : 17.01.2017

Closing Date of Receipt of duly signed - in Application from the remote area as mentioned above : 27.01.2017

For information on general terms and conditions, the candidates may refer to STPI website [www.chennai.stpi.in](http://www.chennai.stpi.in).

Administrative Officer

36/24/Central Government/Recruitment/Graduate/45-above/Other/Other than Delhi