



Software Technology Parks of India

(An Autonomous Society under Govt. of India)
 Ministry of Electronics and Information Technology
 Ganga Software Technology Complex, Sector-29, Noida-201303 (U.P.)
 Phone: 91-120-2470400 Fax: 91-120-2470403
 • URL : <http://www.noida.stpi.in>

Employment Notice No. 1/2022/STPI/NOIDA

Software Technology Parks of India (STPI) is providing Statutory Services to the exporters under STP/EHTP scheme and also extending infrastructural facilities including High Speed Internet and IPLC links. STPI at present has 62 centers at different locations in the country.

Applications are invited from the eligible candidates for filling up various below **Group 'A' S&T and Non S&T vacancies given below in STPI.** The following vacancies are proposed to be filled-up by **Transfer (absorption)/ Direct Recruitment basis.** **Appointment made on Direct Recruitment basis shall be 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	ES-5	
Name of the post	Member Technical Support Staff (MTSS) ES-V	
Pay Level	Level 6 (Rs. 35400-112400)	
Age Limit (Max.)	For appointment on transfer (absorption) basis	56 years
	For appointment on direct recruitment basis	36 years (Relaxation as per GOI Rules)
No. of post & location	02 (01-OBC, 01-SC) (*Out of these 02 posts, 01 post is reserved for Autism) (Bhubaneswar).	
Mode of recruitment	Transfer (absorption)/ Direct Recruitment	

Essential Qualifications and Experience:

For Direct Recruits:

Three years Diploma in Electronics/ Computer Science/ Information Technology/ Telecommunication **OR** Bachelor in Electronics/ Computer Science/ Computer Application/IT OR possessing DOEACC 'A' level certificate with **two** years experience.

For Transfer (absorption):

In case of transfer (absorption), officers of the Central / State Government / PSUs / Autonomous Bodies:

- i) holding analogous post on regular basis. **OR** having Three (3) years regular service in Level 5 (Rs. 29200 - 92300). **AND**
- ii) Possessing qualifications prescribed for Direct Recruitment.

Post Code	A-3	
Name of the post	Assistant (A-III)	
Pay Level	Level 5 (Rs. 29200 - 92300)	
Age Limit (Max.)	For appointment on transfer (absorption) basis	56 years
	For appointment on direct recruitment basis	34 years (Relaxation as per Govt. of India Rules)
No. of post & location	i. 01 (UR) (Post is reserved for PH-HH) (Bhubaneswar) ii. 01 (UR) [Noida] (Post is reserved for PH-VH)	
Mode of recruitment	Transfer (absorption)/ Direct Recruitment	

Essential Qualifications & Experience

For Direct Recruits:

Graduate in any discipline from a recognized university with **two** years experience in the field of personnel/administration/finance/vigilance etc. **OR** Post Graduate in any discipline from a recognized university with **one** year experience in the field of personnel/administration/finance/vigilance etc.

For Transfer (absorption):

In case of transfer (absorption), officers of the Central / State Government / PSUs / Autonomous Bodies:

- i) holding analogous post on regular basis. **OR** having Three (3) years regular service in Level 4 (Rs. 25500 - 81100). **AND**
- ii) possessing qualifications as prescribed for Direct Recruitment.

Post Code	A-2	
Name of the post	Assistant (A-II)	
Pay Level	Level 4 (Rs. 25500 - 81100)	
Age Limit (Max.)	For appointment on transfer (absorption) basis	56 years
	For appointment on direct recruitment basis	32 years (Relaxation as per GOI norms)
No. of post & location	01 (UR) (Noida)	
Mode of recruitment	Transfer (absorption)/ Direct Recruitment	

Essential Qualifications and Experience:

For Direct Recruits:

Graduate in any discipline from a recognized University.
Desirable: Six month's certification course in Computer Operations.

For Transfer (absorption):

In case of Transfer (absorption), officers of the Central / State Government / PSUs / Autonomous Bodies:

- i) holding analogous post on regular basis. **OR** having Five (5) years regular service in Level 2 (Rs. 19900 - 63200). **AND**
- ii) possessing qualifications prescribed for Direct Recruitment.

How to apply:

Candidates meeting the above eligibility requirements may fill up the application online available at website www.noida.stpi.in. Applicants are required to take the printout of the filled in Application Form and signed it and send the same alongwith duly 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 **Senior Administrative Officer, Software Technology Parks of India, Ganga Shopping Complex, Sector-29, Noida 201 303.** Name of the post applied for

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16. B Achievements:

- The candidates are requested to indicate information with regard to:
- i) Research publications and reports and special projects;
 - ii) Awards/Scholarships/Official Appreciation;
 - iii) Affiliation with the professional bodies/institutions/societies; and
 - iv) Patents registered in own name or achieved for the organization;
 - v) Any research/innovative measure involving official recognition;
 - vi) Any other information.

(Note: Enclose a separate sheet, if the space is insufficient)

17. Please state whether you are applying for deputation (ISTC)/ Absorption/Re-employment Basis#.

(Officers under Central/ State Governments are only eligible for "Absorption". Candidates of Non-Government Organizations are eligible only for Short-Term Contract).

(The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")

18. Whether belongs to SC/ST

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date _____ (Signature of the Candidate)
 Address _____

CERTIFICATION BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the advt. If selected, he/she will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/ Smt. _____
- ii) His/her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years **OR** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

EN 44/12 (Employer/Cadre Controlling Authority with Seal)

should invariably be mentioned on the top of the envelope containing application form. Persons working in Central/ State Government/PSUs/Autonomous Organizations may send their applications **through proper channel** alongwith the ACRs/APARs for last 5 years and their latest vigilance profile [(i) penalty imposed, if any during the last 10 years (ii) details disciplinary action initiated/ being initiated if any etc.]. However, a copy of the application may send in advance for consideration.

Application Fee: Candidate has to pay an application fee of Rs. 300/- (Rupees three hundred only) per application by Demand Draft/Indian Postal Order (IPO) in favour of 'Software Technology Parks of India', payable at Noida. The Demand Draft/ Indian Postal Order (IPO) should have been issued on or after the date of issue of this advertisement and not later than the last date for receipt of application.

OR Through NEFT/RTGS to the following Bank Account of this office directly:

Bank Name	Bank of India	Saving A/C Number	711710110001705
Beneficiary Name	Software Technology Parks of India	IFSC Code	BKID0007117

OR Digital Payment through UPI (Unified Payments Interface) and BHIM (Bharat Interface for Money).UPI ID-"stpi@upi" and QR code for UPI payments to Software Technology Parks of India is available at www.noida.stpi.in. Candidates are advised to mention the Unique Transaction Reference (UTR) number/Transaction ID in the online application wherever sought. No fee is required to be paid by female candidates and candidates belonging to SC/ST/PH category. Fee once paid shall not be refunded. Candidates willing to apply for more than one post should submit SEPARATE applications with requisite fee.

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 Noida. Candidate(s) shall be selected on the basis of merit of the written test and issued offer of appointment. Selected candidate(s) can be issued offer of appointment for any of the locations of STPI centers other than the location for which the candidate(s) has been selected. The written test will consist of Question from Generic area (Logical, Analytical Reasoning Capabilities, Quantitative, Qualitative abilities and Generic Awareness and Aptitude).

Last Date of receipt of applications: Within 45 days of the publication of this advertisement in the Newspaper/Employment News on 29th January, 2022. 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, Union Territory of Ladakh, Lahaul and Spiti District and Pangri Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep. STPI shall not be responsible for any postal delay.

Opening Date for Submission of Online Application	: 29.01.2022
Closing Date of Receipt of Online Application	: 27.02.2022
Closing Date of Receipt of duly signed-in Application	: 14.03.2022
Closing Date of Receipt of duly signed-in Application from the remote area as mentioned above	: 24.03.2022

For information on general terms and conditions, the candidates may refer to STPI website www.noida.stpi.in.

(Senior Administrative Officer)
 STPI-Noida