



SOFTWARE TECHNOLOGY PARKS OF INDIA
C-21, Thejaswini Building, Thiruvananthapuram, Kerala - 695 581

WALK-IN-INTERVIEW

Software Technology Parks of India, Trivandrum an autonomous society under the Ministry of Electronics and Information Technology, Government of India invites retired officials of Central/State Government/PSU/Statutory/Autonomous/Local Bodies to appear in walk-in-interview to be held at STPI-Trivandrum for engagement as a consultant on purely contractual basis as per the terms and conditions given below:

Sl.No.	Description	Date & Time of interview
1	<p>Consultant (Administration) – 1 No Full Time</p> <p><u>Monthly Remuneration:</u> Negotiable according to level of post at the time of retirement and experience</p> <p><u>Qualification & experience:</u> Graduate in any discipline. Having sufficient experience in personnel & general administration rules of Government of India and familiar with various STPI Schemes & procedures.</p> <p><u>Scope of work/job responsibility:</u> The job requires multi-tasking activities. The selected candidate is required to undertake multifarious tasks related to administration/finance including rendering secretarial assistance.</p> <p>Note:</p> <ol style="list-style-type: none">1. Persons retired from Central Government/State Government/PSU/Autonomous bodies etc. shall be given preference.2. No TA/DA will be provided for appearing in the interview.3. The result shall be intimated by letter/e-mail & on phone to selected candidates.4. The appointment will be on purely contract basis.5. Initial contract would be for a period of 01 year which may be extended for a further period as per requirement.6. The payment would be made on monthly basis as per monthly remuneration agreed to at the time of engagement.7. The candidate shall be evaluated by a duly constituted committee based on their qualification, experience and performance in the interview. Recommendations of the committee shall be considered for making engagement on fixed remuneration as a consultant	18.04.2017 at 1030 hrs

Administrative Officer
STPI-THIRUVANANTHAPURAM



Software Technology Parks of India
Thiruvananthapuram

Application for Engagement of Consultant (Secretarial Work, Admin & HR Services)

Affix one copy of recent passport size photograph

1. Name in Full (in Block letter) : _____
2. Date of Birth (in Christian era) : _____
3. Gender (Male/Female) : _____
4. Father's Name : _____
5. Nationality : _____
6. Marital Status : _____
7. Whether belongs to SC/ST/OBC/General : _____
8. Whether Physically Handicapped : _____
9. Address for Correspondence : _____ (in Block letters)

10. Contact Number:

11. E-Mail Id:

12. Academic/Professional Qualifications (from matriculate(10th) onwards):

(a) Name of the Institute/ Board/ University:

(b) Year of Passing Exam/ Degree:

13. Employment history in chronological order & Experience(Central Government/State Government/PSU/Autonomous bodies etc.):

(a)Name & Address of the Office / Organization, Designation, Period of Employment, Pay drawn etc.

14. Additional information, if any which you would like to mention in support of your suitability for the post.

15. Achievements in the career which may support your candidature.

Declaration: I hereby solemnly declare that all the above statements are true and correct to the best of my knowledge and belief.

Place:

Signature of the applicant

Date: