

	<p>सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ इंडिया SOFTWARE TECHNOLOGY PARKS OF INDIA (इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय के अधीन एक स्वायत्त सोसाइटी, भारत सरकार) (An Autonomous Society under Ministry of Electronics & Information Technology, Government of India) साइबर पार्क, 6वां तल, सं. 76 और 77, कियोनिक्स इलेक्ट्रॉनिक्स सिटी, होसुर रोड, बेंगलूरु-560100 भारत Cyber Park, 6th Floor, No. 76 & 77, Keonics Electronics City, Hosur Road, Bengaluru, 560 100. INDIA. URL : http://www.blr.stpi.in</p>
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Employment Notice

No.STPIB/02/2016

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 55 centers at different locations in the country

Applications are invited from the eligible candidates for filling up of Group 'B' vacancies given below at STPI-Bengaluru and its sub centers located at Mysuru, Mangaluru and Hubballi . The vacancies are proposed to be filled-up by transfer (absorption)/ by 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.

Sl. No. 1:

Post Code	:	A - 5	
Name of the Post	:	ADMINISTRATIVE OFFICER (A-V)	
Pay Band and Grade Pay	:	PB-2 (₹ . 9300-34800) GP- ₹ . 4600/-	
Age Limit (Max.)	:	For appointment on transfer (absorption) basis	56 years
	:	For appointment on direct recruitment basis	Age : 40 Years (Relaxation as per Govt. of India rules)
No. of Post	:	3 (UR-3)	

Essential Qualifications and Experience:

For Direct Recruitment:

Graduate in any discipline from a recognized university with six (6) years' experience in the field of Personnel/Administration/Vigilance.

OR

Post Graduate in any discipline from a recognized university with four (4) 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 [` .9300 – 34800] with the Grade Pay of ` .4200/- and having experience in Administration/Personnel/Vigilance.

- (ii) Possessing qualification as prescribed for Direct Recruitment.

How to apply:

Candidates meeting the above eligibility requirements may fill up the application online available at website (www.blr.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 along with self-attested copies of certificates (uploaded on the website) relating to qualification(s), date of birth, experience certificate(s), caste certificate, Disability Certificate (suffering from not less than 40 percent of relevant disability) issued by the competent authority etc., by the last date of receipt of application to the **Administrative Officer, Software Technology Parks of India, Cyber Park, 6th Floor, No.76 & 77, Keonics Electronics City, Hosur Road, Bengaluru – 560 100**, along with an **Application fee of ` .300/-** (Rupees Three Hundred only) per application by Demand Draft (having three monthly validity) drawn in favour of '*Software Technology Parks of India*', payable at Bengaluru. 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.

NOTE:

(1) CANDIDATES WHO HAVE ALREADY APPLIED AGAINST THE EMPLOYMENT NOTICE NO.STPIB/02/2015 PUBLISHED IN EMPLOYMENT NEWS, ISSUE DATED 10 – 16TH OCTOBER, 2015 AND IN AND IN OTHER LEADING NEWS PAPERS ON DTD 28.09.2015 MAY APPLY AFRESH SUBJECT TO FULFILLING THE ELIGIBILITY CRITERIA AS THIS EMPLOYMENT NOTICE. IN SUCH CASE THEY SHALL BE EXEMPTED FROM THE PAYMENT OF FEE.

(2) Candidates shall furnish such details through a covering letter, duly enclosing copy of earlier application (if available).

Persons working in Central/ State Government/PSUs/Autonomous organisations 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 disciplinary action initiated/ being initiated if any etc. However, a copy of the application may send in advance for consideration.

Selection Process:

Applications received on or before the last date of receipt of application shall be screened and screened in candidates shall be called for **written examination to be held at Bengaluru**. The selection to the post/s shall be on the basis of merit in the written examination. Syllabus details for Written Examination are furnished in General Terms and Conditions

Last Date of receipt of applications: Within **45 days** of the publication of this advertisement in the Employment News. 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 Pangni Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.

ऑनलाइन आवेदन के उद्घाटन की तारीख Opening date of online application	10.12.2016
ऑनलाइन आवेदन प्राप्ति की अंतिम तिथि Closing Date of receipt of online application	08.01.2017
विधिवत हस्ताक्षरित आवेदन प्राप्ति की अंतिम तिथि Closing date of receipt of signed-in application	23.01.2017
दूरस्थ क्षेत्र से विधिवत हस्ताक्षरित आवेदन प्राप्ति की अंतिम तिथि Closing date of receipt of duly signed in application from remote locations	02.02.2017

For Terms and Conditions, application fee etc., the candidates may refer to STPI – Bengaluru website (www.blr.stpi.in).

Administrative Officer

General Terms and Conditions for the candidates for the posts in respect of Employment Notice
No.STPIB/02/2016

1. Number of posts may vary. STPI reserves the right not to fill up any of posts, if it so decides.
2. Age shall be reckoned as on last date of receipt of application. The upper age limit in respect of Scheduled Castes, Scheduled Tribes, Other Backward Classes and Persons with Disabilities (PWD) shall be relaxable as per Govt. of India Rules. The upper age limit in respect of the candidates serving with Government, working on regular basis in STPI, Ex-servicemen and other special categories of persons shall be relaxable in accordance with the orders issued by the Central Government from time to time. No age relaxation shall be extended on account of extra period of 10 days for submission of application given to applicant residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangji Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.
3. The candidates evaluated on the basis of CGPA or else method shall have to provide in writing exact Division from concerned University.
4. The eligibility of the candidates in terms of educational qualifications, experience, age etc., will be determined on the information furnished by the candidate on the closing date for receipt of applications. No adding information shall be entertained after the closing date of receipt of applications.
5. The self-attested copies of Certificates in r/o proof of age, educational qualification(s), experience and certificate belonging to SC/ST/OBC/PH category etc., shall be sent along with application.
6. In case of Direct Recruitment, the appointment shall be on Contract basis, initially for a period of three years including one year probation, which is likely to be regularized/extended/terminated depending upon performance of the individual during contract service.
7. STPI reserves the right to operate the post(s) of higher grade in the lower grade and to offer the appointment to the candidate in lower grade.
8. Mere fulfillment of qualifications and experience requirements does not entitle candidates to be called for written test to be held at Bengaluru.
9. STPI reserves the right to fix the criteria for short listing the candidates to be called for written test.
10. Each application must be accompanied by a Demand Draft of ` .300/- (Rupees three hundred only) drawn in favour of '*Software Technology Parks of India*' payable at Bengaluru. The Demand Draft should have been issued on or after the date of issue of this advertisement and not later than last date for receipt of application. The validity of the Demand Draft (DD) should be at least three (3) months. No other form of payment will be accepted by STPI. 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.

NOTE:

I. CANDIDATES WHO HAVE ALREADY APPLIED AGAINST THE EMPLOYMENT NOTICE No. NO.STPIB/02/2015 PUBLISHED IN EMPLOYMENT NEWS, ISSUE DATED 10– 16TH OCTOBER, 2015, MAY APPLY AFRESH SUBJECT TO FULFILLING THE ELIGIBILITY CRITERIA AS THIS EMPLOYMENT NOTICE. IN SUCH CASE THEY SHALL BE EXEMPTED FROM THE PAYMENT OF FEE.

II. Candidates shall furnish such details through a covering letter, duly enclosing copy of earlier application (if available).

11. Application should be submitted online in the prescribed format, through STPI - Bengaluru website www.blr.stpi.in.
12. In case any candidate found ineligible on any ground even after his/her appointment, his/her service will be terminated immediately without assigning any reason thereof.
13. Incomplete/unsigned applications will not be entertained and the application form without the copies of requisite certificates will be rejected.
14. No correspondence will be entertained from the candidates in connection with the process of selection / written test / Trade Test / Appointment. Canvassing in any form or bringing other influence shall make the candidature liable for rejection.
15. Selected candidate may be posted at any Center / Sub-Center of STPI.
16. Candidates are warned that they should not furnish any false/ misleading information/ document or submit any document which is defective or fabricated or otherwise commit any act of misconduct in submitting the application form or during the course of recruitment. In case any such case is detected by STPI at any stage, during or after recruitment OR in case any candidate found ineligible on any ground, appropriate action shall be taken against the candidate. Any litigation will be subject to the jurisdiction of Bengaluru courts.
17. Interested candidates should send their applications to the "Admin. Officer, Software Technology Parks of India, Cyber Park, 6th Floor, No.76 & 77, Keonics Electronics City, Hosur Road, Bengaluru – 560 100" within 45 days from the date of appearance of this advertisement in the Newspaper. Application received after due date will not be entertained. STPI shall not be responsible for any postal delay.

Last Date of receipt of applications: Within **45 days** of the publication of this advertisement in the Employment News. 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 Pangni Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.

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18. Name of the post applied for should invariably be mentioned on the top of the envelope containing application form.

19. **Selection Process:**

(i) **Administrative Officer (A - V):**

Applications received on or before the last date of receipt of application shall be screened and screened in candidates shall be called for written test to be held at Bengaluru. The selection to the post/s shall be on the basis of merit in the written examination.

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

Syllabus for Written Examination:

Name of the Post	Written Examination	Remarks
Administrative Officer (A - V)	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 2½ hrs.
Category of Examination	Syllabus for Written Examination	
General Intelligence & Reasoning:	It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Semantic Classification, Symbolic/ Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern-folding & un-folding, Figural Pattern – folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/ roll numbers, Small & Capital letters/ numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.	
General Awareness:	Questions in this component will be aimed at testing the candidates general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The	

	test will also include questions relating to India and its neighbouring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.
Numerical Aptitude:	The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions, and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.
English Comprehension:	Candidates' ability to understand correct English, his basic comprehension, and writing ability, etc. would be tested.
Knowledge of Central Government Rules and Procedures/ Instructions:	<ul style="list-style-type: none"> a) Maintenance of Cash Book b) Preparation of Bank Reconciliation Statement c) Posting of Ledger Accounts d) Preparation of Trial Balance and Final Accounts e) Principles of Auditing f) Income Tax and Service Tax Rules g) General Financial Rules h) Fundamental Rules & Supplementary Rules. i) CCS (Pension) Rules and New Pension Scheme j) TA and LTC Rules k) Medical Attendance Rules l) Provident Fund Rules m) Gratuity Rules n) Delegation of Financial Power Rules o) CCS (Joining Time) Rules p) Right to information Act, 2005 and Right to Information (Regulation of Fee and Cost) Rules. q) Matters concerning Land and Building, Government Residential Quarters, Staff Cars r) Contingent expenditure.

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Administrative Officer

