



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-201 303
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Employment Notice
No. 3/2016/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 55 centers at different locations in the country.

Applications are invited from the eligible candidates for filling up various below Group 'A' vacancies given below in STPI Noida and its sub centers. The following vacancies at **Sl. No. 3 "Office Attendant (S-1)"** is proposed to be filled-up by **direct recruitment on contract basis for a period of three years** and at **Sl. No.1 "Assistant (A-III)"** and **Sl. No.2 "Assistant (A-II)"** are to be filled by **transfer (absorption) basis/ direct recruitment on contract basis for a period of three years** which are likely to be regularized/extended/terminated depending upon the performance of the candidate during contract service.

Sl. No.	Name of the Post(s)	Number of Vacancies			Pay Band with Grade Pay
		UR	OBC	Total	
1.	Assistant (A-III)	1	0	1*	PB-1(5200-20200), GP-2800
2.	Assistant (A-II)	2	0	2*	PB-1(5200-20200), GP-2400
3.	Office Attendant (S-I)	0	1	1	PB-1(5200-20200), GP-1800

* Out of above 03 posts, 01 post is reserved for PWD (HH & VH)

Post Code	:	A-3	
Name of the post	:	Assistant (A-III)	
Pay Band and Grade Pay	:	PB-1 (₹ 5,200-20,200) and GP- ₹ 2,800/-	
Age Limit (Max.)	:	For appointment on transfer (absorption) basis	56 years
		For appointment on direct recruitment basis	34 Years (Relaxation as per GOI norms)
No. of post	:	UR-01 *	

Essential Qualifications and Experience:

For Direct Recruits:

Graduate in any discipline from a recognized University with **two (2)** years experience in the field of Personnel/Administration/Finance/Vigilance etc.

OR

Post Graduate in any discipline from a recognized University with **one (1)** 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 PB-1 [₹ 5200-20200] with the Grade Pay of ₹ 2400/-.

ii) Possessing qualifications prescribed for Direct Recruits.

Post Code	:	A-2	
Name of the post	:	Assistant (A-II)	
Pay Band and Grade Pay	:	PB-1 (₹ 5,200-20,200) and GP- ₹ 2,400/-	
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	:	UR-02 *	

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 PB-1 [₹ 5200-20200] with the Grade Pay of ₹ 1900/-

ii) Possessing qualifications prescribed for Direct Recruits.

*** Out of above 03 posts, 02 posts are reserved for PWD (HH & VH)**

Post Code	:	S-1	
Name of the post	:	Office Attendant (S-I)	
Pay Band and Grade Pay	:	PB-1 (₹ 5,200-20,200) and GP- ₹ 1,800/-	
Age Limit (Max.)	:	For appointment on direct recruitment basis	30 Years (Relaxation as per GOI norms)
No. of post	:	01 (OBC)	

Essential Qualifications and Experience:

Matriculate or equivalent.

Desirable:

Knowledge of typing, computer and operating photocopying / fax machines/ Tea Coffee maker etc.

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 send the signed filled-in Application Form complete in all respects alongwith duly attested copies (**Self Attested**) 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 Software Technology Complex, Sector-29, Noida 201 303** alongwith an **application fee of Rs. 300/-** (Rupees three hundred only) per application by Demand Draft (having three months validity) in favour of '*Software Technology Parks of India*', payable at Noida. No fee is required to be paid by candidates belonging to SC/ST/PWD 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 disciplinary action initiated/ being initiated if any etc. However, a copy of the application may send in advance for consideration.

Candidates willing to apply for more than one post, should submit SEPARATE applications with requisite fee.

NOTE:

(1) Those candidates who have applied earlier against STPI-Noida Employment Notice No.5/2015/STPI/NOIDA published on 03.09.2015 for the post of Office Attendant (S-I), PB-1 (₹ 5,200-20,200) + GP- ₹ 1,800/-, and paid the requisite fee of ₹ 300/- need not to pay the fee again but they have to apply again with the reference of old application no. for the said post.

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

Selection process for the post Assistant A-III (Post code: A-3)/ Assistant A-II (Post code: A-2)

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 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 - 40 marks	Total 150 questions will be there containing one (01) mark for each question. Time duration of the paper will be 2 ½ hrs.
B. General Awareness – 35 marks	
C. Numerical Aptitude – 35 marks	
D. English Comprehension – 40 marks	

Note: Candidates who have applied for the post of Office Attendant (S-I), PB-1 (₹ 5,200-20,200) + GP- ₹ 1,800/- would be required to qualify Trade / Skill test. Selection should be made on the basis of marks obtained in Written Examination/ Academic Qualifying Examination.”

Name of the Posts	Written Examination and Trade/ Skill Test	Remarks
Office Attendant S-I carrying GP ₹ 1800	Subjective Question paper of containing 10 questions will be prepared for general test like application/ letter writing, comprehension etc. for 100 marks. Paper will be of 1 hour duration.	Skill Test (practical) of qualifying nature in typing/ computer and operating photocopying/ fax machines/ Tea Coffee maker etc. will be taken by a committee duly constituted by the Appointing Authority.

Last Date of receipt of applications: Within **45 days** of the 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 Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.

Opening Date for Submission of Online Application	:	20.10.2016
Closing Date of Receipt of Online Application	:	18.11.2016
Closing Date of Receipt of duly signed-in Application	:	03.12.2016
Closing Date of Receipt of duly signed-in Application from the remote area as mentioned above	:	13.12.2016

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

Senior Administrative Officer

General terms & conditions for the candidates for the posts in respect of Employment Notice No. 3/2016/STPI/NOIDA

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 (closing date) of receipt of online application.** The upper age limit in respect of Scheduled Castes, Scheduled Tribes, Other Backward Classes and persons with disabilities shall be relaxable as per Govt. of India instructions. 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 Govt. 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 Pangi 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. Copies of Certificates (**Self Attested**) in r/o proof of age, educational qualification(s), experience and certificate belonging to SC/ST/OBC/PWD category etc. may be sent alongwith the 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**. His/Her service shall be deemed to be terminated after the expiry of three years or extended contract service if contract period is neither extended nor regularized.
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 Noida.
9. STPI reserves the right to fix the criteria for short listing the candidates to be called for written examination.
10. Each application must be accompanied by a Demand Draft/ Indian Postal Order (IPO) of **Rs.300/-** (Rupees three hundred only) payable in favour of **Software Technology Parks of India, 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. The validity of the Demand Draft/ Indian Postal Order (IPO) should be at least three months. No other form of payment will be accepted by STPI. **No fee is required to be paid by candidates belonging to SC/ST/PWD category. Female candidates are also exempted from payment of fee.** Fee once paid shall not be refunded.

NOTE:

- (1) Those candidates who have applied earlier against STPI-Noida Employment Notice No.5/2015/STPI/NOIDA published on 03.09.2015 for the post of Office Attendant (S-I), PB-1 (₹ 5,200-20,200) + GP- ₹ 1,800/-, and paid the requisite fee of ₹ 300/- need not to pay the fee again but they have to apply again with the reference of old application no. for the said post.
- (2) 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. Candidates willing to apply for more than one post, should submit SEPARATE applications with requisite fee.
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/appointment**. Canvassing in any form or bringing other influence shall make the candidature liable for rejection.
15. Selected candidate may be posted at any centre 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 Noida/Delhi courts.
17. Interested candidates should send their applications to the **“Sr. Admn Officer”, Software Technology Parks of India, Ganga Software Technology Complex, Sector-29, Noida- 201 303** 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.
18. Name of the post applied for should invariably be mentioned on the top of the envelope containing application form.
19. **Selection process for the post Assistant A-III (Post code: A-3)/ Assistant A-II (Post code: A-2)**

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F. General Awareness – 35 marks	
G. Numerical Aptitude – 35 marks	
H. English Comprehension – 40 marks	

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/her basic comprehension, and writing ability, etc. would be tested.

Note: Candidates who have applied for the post of Office Attendant (S-I), PB-1 (₹ 5,200-20,200) + GP- ₹ 1,800/- would be required to qualify Trade / Skill test. Selection should be made on the basis of marks obtained in Written Examination/ Academic Qualifying Examination.”

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