



सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ इंडिया  
( भारत सरकार, इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी मंत्रालय के अन्तर्गत स्वायत्त सोसाइटी )  
**Software Technology Parks of India**  
(An Autonomous Society under Govt. of India,  
Ministry of Electronics & Information Technology)

**WALK-IN-INTERVIEW**

Software Technology Parks of India (STPI) is an Autonomous Society under Govt. of India, Ministry of Electronics & Information Technology hereby. STPI has been supporting IT/ITES industry since its inception and has played a cardinal role in nurturing the Indian IT industry in 1990s by bringing out innovative schemes like STP & EHTP, physical infrastructure and high-speed data communication through satellite-based gateway which provided ease of doing business & flexibility for boosting software exports since more than two decades.

As the focus of the IT/ITES/ESDM industry have been evolving over a period, IT industry is moving up the value chain and aiming itself towards product development and IPR creation. STPI is also bringing new schemes, new services and new set of incentives. To promote these initiatives/functions, STPI is looking for the experienced professionals/experts purely on temporary & contract basis for the position of Designer (1 nos) & Social Media expert & content writer (1 nos) for walk-in-interview to be held on 05<sup>th</sup> July, 2019 (Friday) at 10:30 AM at STPI-HQ, 9th floor, NDCC-II building, Jai Singh Road, Opposite - Jantar Mantar, New Delhi-110001. The detail is hereunder:

1.	<p><b>Social Media expert and content writer:</b></p> <p>i. Number of post: 01 ii. Age Limit (Max): 55 yrs iii. Minimum Required Qualification: i. Graduation in Science. ii. Post Graduate Diploma in Mass Communication. iv. Experience: More than 20 years of proven experience. v. Monthly Remuneration: Rs. 1 lacs to 1.5 lacs per month (Consolidated). No extra allowance shall be paid. The remuneration may vary based on the qualification &amp; experience of the individual. vi. Scope of Work / job responsibility: A result-oriented professional with a proven experience in efficaciously managing and delivering complex projects in diverse domains including digital marketing, social media, content management, technical and marketing communication, print and online media, corporate communication and branding. vii. Period of contract: Initially for 3 years which may be extended further, based upon the performance of the candidate and on the mutual consent.</p>
2.	<p><b>Designer:</b></p> <p>i. Number of post: 01 ii. Age Limit (Max): 35 yrs iii. Minimum Required Qualification: Graduation in Fine Arts (Applied Art). iv. Experience: More than 06 years of proven experience. v. Monthly Remuneration: Rs. 60,000 to 80,000/- per month (Consolidated). No extra allowance shall be paid. The remuneration may vary based on the qualification &amp; experience of the individual. vi. Scope of Work / job responsibility: A result-oriented professional with highly creative skill, focus on originality of designing with variety of scenarios, tech savvy with hands-on experience in latest designing tools including Adobe Suite &amp; Premium, AI, CorelDraw and other animation and video editing tools. vii. Period of contract: Initially for 3 years which may be extended further, based upon the performance of the candidate and on the mutual consent.</p>

The documents verification will be done from 10:00 AM. Therefore applicants are requested to bring the following documents:-

1. An application on a plain paper along with dully signed latest resume and 2 nos. of passport size photo.
2. Self attested copies of certificates in regard to age, qualification, experience and photo identification documents issued by any Govt. Authority (e.g. Pan Card, Passport, Election Photo Identity Card, Aadhaar Card etc.)
3. No TA/DA will be given.

### **General Terms & Conditions**

1. The appointment will be on contract basis.
2. Initially contract would be for a period of 3 years which may be extended further, based upon the performance of the candidate and on the mutual consent.
3. The payment would be made on monthly basis as per monthly remuneration agreed to at the time of appointment.
4. The Income tax or any other tax liable to be deducted as per the prevailing rules; will be deducted at source before effecting payment.
5. The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for STPI shall remain with the STPI. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the STPI, without the express written consent of the STPI. The contracted professional shall be bound to hand-over the entire set of records of assignment to STPI before the expiry of the contract, and before the final payment is released by STPI.
6. The contracted professional shall require maintaining an appropriate standard of confidentiality. Any disclosure of confidential information made unlawfully outside the proper course of duty will be treated as a serious disciplinary offence.
7. The contracted professional appointed by STPI, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of STPI.
8. STPI reserve the right to cancel this advertisement and not to proceed in the matter, at any stage accept or reject any or all applications, without giving any explanation, whatsoever to screen the candidate, if felt necessary.
9. STPI shall also reserve the right to terminate the contract with or without giving any explanation. The termination will be without prejudice to either party's right accrued before termination.
10. 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 appointment.
11. The remuneration on the candidate may be decided based on the recommendation of the committee.
12. No TA/DA will be provided for appearing the interview.
13. The result shall be intimated by letter/e-mail & on phone to selected candidate.
14. Walk-in-interview shall be held on 05<sup>th</sup> July, 2019 (Friday) at 10:30 AM at STPI-HQ, 9<sup>th</sup> floor, NDCC-II building, Jai Singh Road, New Delhi-110001. The documents verification will be done from 10:00 AM. Therefore interested candidates are requested to bring following documents to appear in the interview:
  - (i) An application on a plain paper along with bio-data having latest passport size photo on it will have to be produced before the interview committee.
  - (ii) Self attested copies of the certificates in regard to age, qualification, experience, photo identification documents issued by any Govt. Authority (e.g. Pan Card/ Election Photo Identity Card/Aadhaar Card etc.) etc. will have to be produced before the Interview Committee.

**Chief Admn. Officer**  
**Software Technology Parks of India**