



# सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ़ इंडिया

## SOFTWARE TECHNOLOGY PARKS OF INDIA

(An Autonomous Society under Govt. of India, Ministry of Electronics & Information Technology)  
C21, Thejaswini Building, Technopark, Thiruvananthapuram-695581, Kerala  
Phone: 0471 - 2700 404 / 607 / 707 / 807

### **Employment Notice (No. STPITM/Rect/02/2016)**

Software Technology Parks of India (STPI) is providing Statutory Services to the exporters under STP/EHTP schemes and also extending infrastructural facilities including High Speed Internet and IPLC links. STPI at present has 56 centres at different locations in the country.

Applications are invited from the eligible candidates for filling up of various Group 'C' vacancies as given below at STPI Thiruvananthapuram and its liaison office located at Kochi. The vacancies belonging to the S&T category are proposed to be filled up by direct recruitment on contract basis. The vacancy belonging to the non-S&T category is proposed to be filled up by transfer (absorption) of officers of the Central / State Govt. / PSUs / Autonomous Bodies / direct recruitment on contract basis. The recruitment on contract basis will be for a period of three years which is likely to be regularized / extended / terminated depending upon the performance of the candidate during the contract service.

S&T Category		
<b>Post Code</b>	ES-2	
<b>Name of the Post</b>	Member Technical Support Staff (MTSS) ES-II	
<b>Pay Band and Grade Pay</b>	PB-1 (Rs. 5200-20200), G.P.: Rs. 1900/-	
<b>Age Limit (Max.)</b>	30 years	
<b>Educational Qualifications &amp; Experience</b>	Matriculation with ITI / NTC / NAC in Electrical / Electronics / Mechanical / IT or equivalent OR Intermediate (10+2) with Science from a recognized University / Institution OR possessing DOEACC 'O' level certificate or equivalent	
<b>No. of Posts</b>	02 (UR-2)*	
Non-S&T Category		
<b>Post Code</b>	A-2	
<b>Name of the Post</b>	Assistant (A-II)	
<b>Pay Band and Grade Pay</b>	PB-1 (Rs. 5200-20200), G.P.: Rs. 2400/-	
<b>Age Limit (Max.)</b>	For appointment on transfer (absorption) basis	56 years
	For appointment on direct recruitment basis	32 years
<b>Educational Qualifications &amp; Experience</b>	<b>For Direct Recruitment</b>	<b>For Recruitment by Transfer (Absorption)</b>
	Graduate in any discipline from a recognized university. Desirable: Six months' certification course in Computer Operations	Persons (i) holding analogous post on regular basis. OR having Five (5) years' regular service in PB- 1 [Rs.5200-20200] with the Grade Pay of Rs. 1900/- (ii) possessing qualifications as prescribed for Direct Recruitment
<b>No. of Posts</b>	01 (UR-1)*	

\*Out of these 03 vacancies, preference will be given to one (01) person belonging to PH(HH) or PH(VH) category.

#### **How to Apply:**

Candidates meeting the above eligibility requirements may fill up the application available online at the Web site [www.tvpm.stpi.in](http://www.tvpm.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 duly self-attested copies of certificates (as uploaded on the Web site) relating to qualification(s), date of birth, experience, caste, etc. by the last date of receipt of application to the Director, Software Technology Parks of India, C21, Thejaswini Building, Technopark, Thiruvananthapuram-695581, Kerala along with an application fee

of Rs. 300/- (Rupees three hundred only) per application by Demand Draft (having three months' validity) / Indian Postal Order in favour of "Software Technology Parks of India" payable at Thiruvananthapuram. 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. Persons working in Central / State Government / PSUs / Autonomous organizations may send their applications **through proper channel**. It is also requested that advance action may be taken to keep the APARs for the last five years, of those candidates, ready along with their latest vigilance profile as regards (i) penalty imposed, if any during the last ten years, (ii) details of disciplinary action initiated/being initiated, if any, etc., to be furnished as and when the selection committee meeting is scheduled. However, a copy of the application may be sent in advance for consideration. **Those Candidates who have already applied against the Employment Notice No. STPITM/Rect/02/2015 may apply afresh subject to fulfilling the eligibility criteria as given in this Employment Notice. In such case, they shall be exempted from payment of the fee for the post for which they have already paid.**

**Nature of Examination:** Applications received on or before the last date shall be screened and all the screened-in candidates shall have to appear for a written examination. Candidates screened-in for the S&T post shall appear for a Trade Test in addition to the written examination. Both the written examination and Trade Test will be conducted in Bangalore.

The written examination for the non-S&T post will consist of Multiple Choice Objective Questions from Logical, Analytical Reasoning Capabilities, Quantitative, Qualitative abilities and Generic Awareness and Aptitude. The written examination for the S&T post will be a general one.

**Syllabus for Examination for the S&T Post:**

Name of the Post	Written Examination	Trade Test
Member Technical Support Staff ES-II	The question paper will contain 10 questions for 100 marks aiming at descriptive answers from the subject. Paper will be of 1 hour duration.	Trade Test (practical) of qualifying nature will be taken for 50 marks.

**Syllabus for Examination for the Non-S&T Post:**

Name of the Post	Written Examination	Remarks
Assistant A-II	A. General Intelligence & Reasoning - 40 marks B. General Awareness - 35 marks C. Numerical Aptitude - 35 marks D. English Comprehension - 40 marks	Total 150 Multiple Choice Objective Questions carrying one (01) mark for each question will be there. Time duration of the paper will be 2 ½ hrs.

Part of Examination	Detailed Syllabus
<b>General Intelligence &amp; Reasoning</b>	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.
<b>General Awareness</b>	Questions in this component will be aimed at testing the candidate's

	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
<b>Numerical Aptitude</b>	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.
<b>English Comprehension</b>	Candidates' ability to understand correct English, his basic comprehension, and writing ability, etc. would be tested.

**General Terms and Conditions for the candidates for the posts in respect of Employment Notice (No. STPITM/Rect/02/2016)**

1. Number of posts may vary. STPI reserves the right not to fill up any of the 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 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 a similar 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 based on the information furnished by the candidate on the closing date for receipt of applications. No adding of information shall be entertained after the closing date of receipt of applications.
5. Copies of Certificates duly attested 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, in case the Selection Committee recommends.

8. Mere fulfillment of qualifications and experience requirements does not entitle candidates to be called for test.
9. Management reserves the right to fix the criteria for short-listing the candidates to be called for examination.
10. Each application must be accompanied by a Demand Draft / Indian Postal Order of Rs. 300/- (Rupees three hundred only) in favour of Software Technology Parks of India payable at Thiruvananthapuram. The Demand Draft 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 (DD) 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/PH category. Female candidates are also exempted from payment of fee. Fee once paid shall not be refunded.
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 is found ineligible on any ground even after his appointment, his 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 / test / appointment. Canvassing in any form or bringing other influence shall make the candidature liable for rejection.
15. Selected candidates 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 is ineligible on any ground, appropriate action shall be taken against the candidate. Any litigation will be subject to the jurisdiction of Thiruvananthapuram courts.
17. Name of the post applied for should invariably be mentioned on the top of the envelope containing application form.

**Important Dates:**

Last Date of receipt of applications will be the 45th day from the publication of this advertisement in newspaper(s). An extra period of 10 days 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 of Receipt of Applications Online	19.11.2016
Closing Date of Receipt of Applications Online	18.12.2016
Closing Date of Receipt of Duly-signed Applications	02.01.2017
Closing Date of Receipt of Duly-signed Applications from the remote areas as mentioned above	12.01.2017

**(DIRECTOR)**