

Society for Applied Microwave Electronics Engineering and Research

IIT Campus, Powai, Mumbai

Advertisement No. 03/2019

Society for Applied Microwave Electronics Engineering & Research (SAMEER) requires the services of the retired employees from the Central Government/ State Government/ Autonomous Bodies/ PSUs on contract for the following positions: -

- i. Administrative Officer – two positions
- ii. Accounts Officer – one position
- iii. Private Secretary – one position
- iv. Hindi Officer – one position
- v. Civil Engineer – one position
- vi. Administrative Assistant – one position

Administrative Officer

Requirements:

- The candidate should have worked at the time of retirement on a post carrying the grade pay of Rs. 5400/- or higher.
- He/she should have handled establishment/ administrative/ procurement/ vigilance matters for not less than 10 years.
- He/she should hold a degree from a recognised university.
- He/she should have good knowledge of Government rules and regulations and office procedures.
- He/she should have good noting and drafting skills and be able to work on computers.
- Age should not exceed 65 years on the date of walk-in interview.

Responsibilities:

He/she shall support Registrar or other officers in establishment/ administrative/ procurement/ vigilance matters. He/she may also be required to supervise a section. He/ she will be posted at the Powai Campus of our Mumbai Centre.

Selection:

Selection will be made on the basis of the performance in the walk-in interview and/or a written test.

Remuneration:

Depending on the pay last drawn by him/her, the selected candidate will be paid a remuneration in the range of Rs. 25,000/- to Rs. 45,000/-.

Accounts Officer

Requirements:

- The candidate should have worked at the time of retirement on a post carrying the grade pay of Rs. 5400/- (Pay Level 10) or higher.
- He/she should have handled accounts matters for not less than 10 years.
- He/she should hold a degree in commerce from a recognised university.
- He/she should have good knowledge of accounting norms and standards and have experience of preparing Balance Sheets and other financial statements.
- He/she should be well conversant with Tax Laws (Income Tax, GST etc.)
- He/she should be well conversant with the filing of TDS and Tax Returns.
- He/she should be well conversant with rules related to TA, LTC, GPF and CPF.
- He/she should have good noting and drafting skills and be able to work on computers.
- Age should not exceed 65 years on the date of walk-in interview.

Responsibilities:

He/she shall support Head, Finance & Accounts or other officers in accounts matters. He/she may also be required to supervise a section. He/ she will be posted at the Powai Campus of our Mumbai Centre.

Selection:

Selection will be made on the basis of the performance in the walk-in interview and/or a written test.

Remuneration:

Depending on the pay last drawn by him/her, the selected candidate will be paid a remuneration in the range of Rs. 25,000/- to Rs. 45,000/-.

Private Secretary

Requirements:

- The candidate should have worked at the time of retirement on a post carrying the grade pay of Rs. 4600/- or higher.
- He/she should have worked as a Private Secretary or Personal Assistant for not less than 10 years.
- He/she should preferably hold a degree from a recognised university.
- He/she should have good knowledge of Government rules and regulations and office procedures.
- He/she should have good noting and drafting skills and be able to work on computers. He/ she should have a good typing speed.
- He/ she should be tactful in handling phone calls and visitors.
- Age should not exceed 65 years on the date of walk-in interview.

Responsibilities:

He/she shall assist Director General or any other senior officer of the Society. He/ she will be posted at the Powai Campus of our Mumbai Centre.

Selection:

Selection will be made on the basis of the performance in the walk-in interview and/or a test.

Remuneration:

Depending on the pay last drawn by him/her, the selected candidate will be paid a remuneration in the range of Rs. 20,000/- to Rs. 40,000/-.

Hindi Officer

Requirements:

- The candidate should have worked at the time of retirement on a post carrying the grade pay of Rs. 4600/- (Pay Level 7) or higher.
- He/she should have handled the work of translation from English to Hindi and vice versa and matters related to the implementation of Hindi as the Official language for not less than 10 years.
- He/she should hold a post graduate degree in Hindi or English from a recognised university. He/she should have good knowledge of Hindi and English.
- He/she should have good noting and drafting skills and be able to work on computers.
- Age should not exceed 65 years on the date of walk-in interview.

Responsibilities:

He/she shall support Registrar or other senior officers in the matters related to Hindi, as the Official language. He/ she will be posted at the Powai Campus of our Mumbai Centre.

Selection:

Selection will be made on the basis of the performance in the walk-in interview and/or a written test.

Remuneration:

Depending on the pay last drawn by him/her, the selected candidate will be paid a remuneration in the range of Rs. 20,000/- to Rs. 40,000/-.

Civil Engineer

Requirements:

- The candidate should have worked at the time of retirement on the post of Assistant Engineer or equivalent or higher.
- He/she should have handled the civil works and civil maintenance for not less than 10 years.
- He/she should hold a diploma or degree in Civil Engineering from a recognised university.
- He should be well conversant with the provisions of CPWD manual.
- He should be capable of preparing proper estimates and tender documents for civil works.
- He/she should have good noting and drafting skills and be able to work on computers.
- Age should not exceed 65 years on the date of walk-in interview.

Responsibilities:

He/she shall support Head of ESSD (Civil) or other officers in the execution of civil works, including civil maintenance works. He/ she will be posted at the Powai Campus of our Mumbai Centre.

Selection:

Selection will be made on the basis of the performance in the walk-in interview and/or a written test.

Remuneration:

Depending on the pay last drawn by him/her, the selected candidate will be paid a remuneration in the range of Rs. 20,000/- to Rs. 40,000/-.

Administrative Assistant

Requirements:

- The candidate should have worked at the time of retirement on a post carrying the grade pay of Rs. 4600/- (Pay Level 7) or higher.
- He/she should have handled administrative matters for not less than 10 years.
- He/she should preferably hold a degree from a recognised university.
- He/she should have good knowledge of Government rules and regulations and office procedures.
- He/she should have good noting and drafting skills and be able to work on computers.
- Age should not exceed 65 years on the date of walk-in interview.

Responsibilities:

He/she shall support Registrar or other officers in administrative matters. He/ she will be posted at the Navi Mumbai Campus of our Mumbai Centre.

Selection:

Selection will be made on the basis of the performance in the walk-in interview and/or a written test.

Remuneration:

Depending on the pay last drawn by him/her, the selected candidate will be paid a remuneration in the range of Rs. 20,000/- to Rs. 40,000/-.

General Terms and Conditions

The above appointments shall be governed by SAMEER's Contractual Manpower Engagement Scheme, 2018. The major provisions of the said scheme are mentioned below:

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1. Retired Officers who have excellent service record and are physically fit shall be eligible for contractual appointment, under the said scheme.

2. No person
 - i. who has entered into or contracted a marriage with a person having a spouse living, or
 - ii. who having a spouse living, has entered into or contracted a marriage with any other person, shall be eligible for appointment to any of the above posts; provided that the SAMEER may, if satisfied that such a marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule, or
 - iii. who is a member of any political party, or
 - iv. who has undergone punishments for misconduct or found guilty of misconduct while in the serviceshall be eligible for appointment under the said scheme. Even if such a person succeeds in getting employment under the said scheme, his services shall be liable to be terminated following the procedure under the said scheme.
3. The period of the contractual appointment shall not be counted as SAMEER service for the purpose of pension or any other retirement benefits.
4. The contractual appointment shall not be considered as a case of re-employment.
5. The engagement of Contractual staff would be on full-time basis and they would not be permitted to take up any other assignment during the period of engagement with SAMEER.
6. The engagement of Contractual staff will be of a temporary nature and the engagement can be cancelled at any time by SAMEER, by giving a month's notice, without assigning any reason.
7. A retired employee appointed against any of the positions mentioned above shall be entitled for remuneration in terms of his contractual appointment and the same shall not affect in any manner his entitlement for pension or other benefits.
8. Headquarters of each contract employee shall be decided at the time of his/her appointment. In case he/she is required to perform journey/tour in connection with official duties, his/her TA/DA entitlement shall be decided on the basis of the mutually agreed terms.
9. The Contractual staff shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility and Medical Reimbursement.
10. Incidental leave of 15 days per annum (@ 1.25 days per completed month of service) shall be admissible to the contractual employees. Maternity leave as per the Maternity Benefit Act shall also be admissible to female contractual employees.

Casual Leave of 8 days and 2 Restricted Holidays in a calendar year shall also be admissible. No other kind of leave shall be admissible. The leave shall not be carried forward beyond the contract period. Casual Leaves and Restricted Holidays will lapse after the calendar year. On termination of the contract, the employee shall not be entitled to the benefit of encashment of the un-availed leave.

11. The contractual staff will have to undertake not to disclose, divulge or make public, except under legal obligations, any information that he may acquire in course of his/her work without the written consent of SAMEER.
12. The contractual staff shall act and function with professionalism, utmost care, skill, honesty, good faith and integrity as well as high moral and ethical standards. The contractual staff shall also compensate any losses sustained by SAMEER on account of his/her actions/inactions.
13. The services of a contractual employee shall be terminated, at any point of time, if
 - i. the services rendered by him/her are not satisfactory, or
 - ii. any declaration or information furnished by him/her proves to be false or having been willfully suppressed, or
 - iii. there is any breach of any of the terms and conditions of contractual engagement or
 - iv. he/she is found to be involved in any act of indiscipline or misconduct or
 - v. he/she is found to be involved in any act that proves unbecoming of him/her; or
 - vi. there is inadequacy of funds from which remuneration is paid.Before terminating the services of the contractual staff due to any of the reasons mentioned at S. No. (i) to (v), the employee will be given an opportunity to explain himself/ herself.
14. Notwithstanding what is provided above, the services of a contractual employee may be terminated by either side by giving a month's notice or a month's salary in lieu of the notice period. If the notice is for a period less than a month, salary in lieu of the notice period will be paid to the extent the notice falls short of a month. The decision of SAMEER in this regard shall be final and binding on the contractual staff and shall not be subject to challenge.
15. No family accommodation shall be provided to the persons appointed against above positions. However, if any of SAMEER employees is lawfully occupying quarter at the time of his contractual appointment under the said scheme, he will be allowed to retain the same till the completion of his tenure, at the discretion of SAMEER.

General Instructions to Candidates:

Date of Walk-in-Interview	For all positions except Accounts Officer: 8th August 2019 For Accounts Officer: 29th August 2019 Any change of date will be notified only on our website.
Reporting Time	10.00 AM
Place	Main Lab Building, Society for Applied Microwave Electronics Engineering and Research, IIT Campus, Powai, Mumbai
Documents required at the time of interview	(1) Duly filled application form (proforma is available on the website). The application form should not be sent by post. (2) Qualifying exam passing Certificate/Degree. (3) Experience Certificate (4) Proof of Date of Birth. (5) Passport size Photograph Note :- Candidates should bring one set of photo copies of all documents for submission with application along with originals.
Other Instructions	(a) <u>No TA/DA will be paid</u> to candidates for appearing for the written test/interview. (b) Canvassing in any form and/or bringing in any influence political or otherwise will be treated as disqualification. (c) No interim queries will be entertained.