

Society for Applied Microwave Electronics Engineering and Research

(An Autonomous Body under the administrative control of
Ministry of Electronics and Information Technology, Government of India)

Advertisement No. 02/2023

Society for Applied Microwave Electronics Engineering and Research (SAMEER) invites applications from eligible candidates for filling up a **post of Registrar**. The post carries the pay scale of **Level- 13 in the Pay Matrix (Rs. 123100 - 215900)** and is proposed to be filled on Direct Recruitment / Deputation/ Absorption basis. **The post is unreserved.**

Eligibility Criteria

1. Educational Qualifications and Experience

A. For Direct Recruitment

- a) Graduate in any discipline with Post Graduate Diploma in Personnel Management/Finance Management with 20 years' post qualification experience OR
- b) Post Graduate in any discipline with 18 years' post qualification experience OR
- c) MBA (Personnel/ Finance /HR) or ICWA and 15 years' relevant post qualification experience.

Experience should be in a responsible position in the field of Financial Management or Administration/HR. He/She should have adequate knowledge of Govt. of India rules and regulations with exposure to Finance and Accounts. He/she should be familiar with Govt. functioning and exposure to working of Societies/autonomous bodies.

Desirable: Degree in Law.

B. For Deputation/ Absorption

Officers of the Central Government/State Government/Union territories/PSUs/Autonomous bodies

- (i) holding analogues post on regular basis

or

(ii) With at least 5 years' service rendered after appointment to the post of Dy. Registrar/Chief Administrative Officer on a regular basis in Level-12 in the Pay Matrix (Rs.78800 - 209200) in the parent cadre or department; and

(i) Possessing the qualification and experience prescribed for direct recruitment.

Note:

1. The maximum age-limit for appointment on deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.
2. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed 3 years.

2. AGE LIMIT FOR DIRECT RECRUITMENT: 50 years

Note 1: Age relaxation to be given to Government Servants would be governed in accordance with DoPT's instructions issued from time to time.

Note 2: Five years' age relaxation in Direct Recruitment mode to the serving employees of Autonomous Societies under MeitY.

Note 3: The crucial date of determining the age limit shall be the closing date for receipt of applications from candidates in non-remote areas of India and not the closing date prescribed for those residing in remote areas such as Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Union Territory of Ladakh, Lahaul and Spiti District and Pangti Sub-Division of Chamba District of Himachal Pradesh, the Union Territory of Andaman and Nicobar Islands or the Union Territory of Lakshadweep.

3. PROCEDURE OF APPLICATION:

The application, complete in all respects, in the prescribed proforma (available on this website), along with the self-attested copies of certificates relating to qualifications, experience, date of birth etc., should reach by or before the last date. For this purpose, last date **for receipt of application would be the working day falling after 30 days from the date of publication of the advertisement** in the **Employment News**.

The application in the proforma should be accompanied by a cover letter of the applicant, addressed to Director General, SAMEER, clearly mentioning therein whether the applicant wants to be considered under direct recruitment or deputation or absorption. The envelope containing the application should be superscribed as **“Application for the post of Registrar”** and sent by speed post to the Director General, Society for Applied Microwave Electronics Engineering and Research, IIT Campus, Powai, Mumbai 400076.

For applicants from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahaul and Spiti District and Pangi Sub-Division, Chamba District of Himachal Pradesh, the Union Territory of Ladakh, the Union Territory of Andaman Nicobar Islands or the Union Territory of Lakshadweep, the last date will be **15 days beyond the last date of receipt of application for the applicants residing in other parts of India.**

Those who are working in Government / PSUs / Autonomous Bodies are required to send their application through proper channel. However, if they anticipate that forwarding the application through proper channel may cause delay, they may send an advance copy of their application. Their application will be treated to have been received in time, if their advance copy is received by the last date.

The applications of those, who are applying on deputation/ absorption are required to be forwarded by their office along with (a) photocopies of APARs of the last five years, duly attested by an officer not below the rank of Under Secretary or equivalent, (b) Vigilance/ Disciplinary Clearance, (c) Certificate of Integrity (d) a statement of minor/ major penalty, if any, imposed on the applicant.

Upper age limit will be relaxed for ex-servicemen and persons with disabilities as per the orders of Government of India, issued from time to time.

Application Fee: The candidates will have to pay the application fee as mentioned below: -

SCs/STs, persons with disabilities and ex-servicemen	Other Candidates
Rs. 100/-	Rs. 500/-

The payment of fees is to be made through a bank draft or pay order, drawn in favour of **Society for Applied Microwave Electronics Engineering and Research**, payable at Mumbai.

The candidates are advised to produce the caste certificates etc., if any, in the prescribed proformas, as mentioned below: -

The candidates belonging to	Applicable Proforma
Scheduled Castes and Scheduled Tribes	Proforma-I
Other Backward Class	Proforma-II
Form of declaration to be submitted by the OBC Candidate	Proforma-III
Serving/Retired Released Armed Forces Personnel	Proforma-IV
Persons with Disability (ies)	Proforma-V
Economically Weaker Sections	Proforma-VI

4. GENERAL INFORMATION:

1. The selected person shall be on probation for one year. He/she will be considered for confirmation, on the basis of his/her performance and conduct during the probation period. The probation period may be extended, at the discretion of the appointing authority.
2. Incomplete applications, applications without photocopies of the self-attested certificates and applications received after last date shall not be considered. The Society will not take responsibility for transit, postal and other delays.
3. Candidates must ensure that they fill in the correct information. Candidates who furnish false information will stand disqualified. The services of such persons shall be liable to be terminated, even if they are selected and join SAMEER.
4. Degree/certificate should be from recognized institutions/universities.
5. Candidates should possess the prescribed experience in the relevant fields as mentioned under the column "Experience". The experience possessed before acquiring the essential qualifications will not be counted. In such cases, the required experience will be counted only from the date the essential qualifications are acquired. The prescribed Essential

Qualifications/experience are bare minimum and mere possession of the same does not entitle candidates to be called for the written test/interview.

6. In case a large number of applications are received for the post, SAMEER may, screen the applications, on the basis of parameters to be decided by it.
7. Canvassing in any form will lead to disqualification of the candidate.
- 8. The venue of interview will be Mumbai.**
9. SAMEER strives to have workforce which reflects gender balance. Women candidates are encouraged to apply.
10. The initial place of posting will be Mumbai. However, the post carries all-India transfer liability.
11. A residential accommodation has been earmarked for Registrar, inside the campus.

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrimati/Kumari*.....son/daughter* ofof Village/Town*.....in District/Division*.....

of the State/ Union Territory*..... belongs to thecaste/tribe* which is recognised as a Scheduled Caste/Scheduled Tribe* under:-

- @ The Constitution (Scheduled Castes) Order, 1950
- @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Castes) Union Territories Order, 1951
- @ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nikobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Order (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act 2002
- @ The Constitution (Scheduled Castes Scheduled Tribes) Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act 2002

%2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati*Father/Mother of Shri/Shrimati/Kumari..... ofof village/town*.....in District/Division*..... of the State/Union Territory*.....who belongs to the caste/tribe* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of issued by the dated

%3. Shri/Shrimati/Kumari*..... and/or* his/her* family ordinarily

resides in village/town*.....of District/Division* of
the State Union Territory* of

Signature.....

** Designation.....

(With Seal of Office)
State/Union Territory*

Place.....

Date.....

*Please delete the words which are not applicable.

@ Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term 'ordinarily reside (s)' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe certificate.

i. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate /+ Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner.

+ (not below the rank of 1st Class Stipendiary Magistrate).

ii. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate

iii. Revenue Officers not below the rank of Tehsildar.

iv. Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

v. Administrator Secretary to Administrator/Development Officer (Lakshadweep)_____

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD
CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE
GOVERNMENT OF INDIA**

This is to certify that
Shri/Smt./Kumari.....son/daughter of
.....of
village/townin District/Division
..... in the State/Union
Territory.....belongs to thecommunity
which is recognised as a backward class under the Government of India,
Ministry of Social Justice and Empowerment's Resolution No.
..... dated.....*.
Shri/Smt./Kumari..... and/or his/her family ordinarily reside(s)
in the District/Division of the
State/Union Territory. This is also to certify that he/she does not belong to the
persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the
Government of India, Department of Personnel & Training OM No.
36012/22/93-Estt.(SCT) dated 8.9.1993, OM No.36033/3/2004-Estt.(Res) dated
9thMarch 2004, OM No. 36033/3/2004-Estt. (Res) dated 14th October, 2008 and
OM No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**.

Signature.....

Designation.....\$

Dated.....

Seal

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

**- As amended from time to time.

\$. List of authorities empowered to issue Other Backward Classes Certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe Certificates.

Note: the term 'ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**Form of declaration to be submitted by the OBC Candidate
(in addition to the community certificate)**

I son/daughter of Shri
resident of village/town/city district state
..... hereby declare that I belong to the community which is
recognized as a backward class by the Government of India for the purpose of
reservation in services as per orders contained in Department of Personnel and
Training's Office Memorandum No. 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also
declared that I do not belong to persons/sections/sections (Creamy Layer) mentioned in
column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M.
No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.)
Dated 14th October, 2008.

Signature
Full Name
Address
.....

CERTIFICATE TO BE PRODUCED BY SERVING/RETIRED RELEASED ARMED FORCES PERSONNEL FOR AVAILING THE AGE CONCESSION FOR POSTS FILLED BY DIRECT RECRUITMENT

A. Form of Certificate applicable for Released/Retired Personnel

It is certified that No Rank
..... Name whose
date of birth is has rendered service from
to..... in Army/Navy/Air Force.

2. He has been released from Military Service
 - %a. on completion of assignment otherwise than
 - i) By way of dismissal, or
 - ii) By way of discharge on account of misconduct or inefficiency, or
 - iii) On his own request but without earning his pension, or
 - iv) He has not been transferred to the reserve pending such release
 - %b. on account of physical disability attributable to Military Service
 - %c. on invalidment after putting in at least 5 years of Military Service
3. He is covered under the definition of Ex-Serviceman (Re-Employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time

Place
Date

Signature, Name and Designation of the
Competent Authority**
SEAL

% Delete the Paragraph which is not applicable

B. Form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

It is certified that No..... Rank.....
Name..... is serving in the Army/Navy/Air Force
from.....

2. He is due for release retirement on completion of his specific period of assignment on
3. No disciplinary case is pending against him.

Place
Date

Signature, Name and Designation of the
Competent Authority**
SEAL

Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:

Undertaking to be given by Service/Armed Force Personnel who are due to be released within one year

I understand that if selected on the basis of the recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-Employment in the Central Civil Service and Posts) Rules, 1979 as amended from time to time.

Place

Date

Signature and Name of Candidate

C. Form of Certificate applicable for serving ECOs/SSCOs who have already completed their initial assignment and are on extended assignment

It is certified that No..... Rank Name whose date of birth is is serving in the Army/Navy/Air Force from

2. He has already completed his initial assignment of five years on and is on extended assignment till

3. There is no objection to his applying for Civil Employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

Place.....

Date.....

Signature Name and Designation of the
Competent Authority**

SEAL

**Authorities who are competent to issue certificate to Armed Forces Personnel for availing age concessions are as follows:-

- (a) In case of commissioned officers including ECOs/SSCOs
 - Army -- Military Secretary Branch, Army Hqrs., New Delhi
 - Navy -- Directorate of Personnel, Naval Hqrs., New Delhi
 - Air Force -- Directorate of Personnel Officers, Air Hqrs., New Delhi

- (b) In case of JCOs/ORs and equivalent of the Navy and Air Force
 - Army - By various Regimental Record Offices
 - Navy - BABS, Mumbai
 - Air Force - Air Force Records, New Delhi

Form-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs
and in cases of blindness)

[See Rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)

Recent Passport Size Attested Photograph (Showing face only) of the person with disability
--

Certificate No.....

Date.....

This is to certify that I have carefully examined

Shri/Smt/Kum.....son/ wife/daughter of Shri

Date of Birth(DD/MM/YY) Age..... years, male/female

.....Registration No. permanent resident of House No.

.....Ward/Village/Street Post Office

..... District..... State

whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- Locomotor disability
- Dwarfism
- Blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is

(A) He/She has% (in figure) Percent (in words) permanent
Locomotor Disability/dwarfism/blindness in relation to his/her
.....(part of body) as per guidelines (.....number and date
of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence: -

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory
of notified Medical Authority)

Signature/Thumb Impression of the Person in whose favour certificate of disability is issued

Form-VI

Certificate of Disability

(In case of multiple disabilities)

{See Rule 18(1)}

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent Passport size Attested Photograph (Showing face only) of the person with disability
--

Certificate No.

Date

This is to certify that we have carefully examined Shri/Smt/Kum
..... son/wife/daughter of Shri
.....Date of Birth (DD/MM/YY)

Age years, male/female Registration No.
.....

Permanent resident of House No.Ward/Village/Street
.....

Post Office District State whose
photograph is affixed above, and are satisfied that:

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical
impairment/disability has been evaluated as per guidelines (.....number
and date of issue of the guidelines to be specified) for the Disabilities ticked
below, and shown against the relevant disability in the table below:

(Please strike out the disabilities which are not applicable.)

	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
	Locomotor disability			
	Muscular Dystrophy			
	Leprosy cured			
	Dwarfism			
	Cerebral Palsy			
	Acid attack Victim			
	Low vision			
	Blindness			
	Deaf			
	Hard of Hearing			
	Speech and Language Disability			
	Intellectual Disability			
	Specific Learning Disability			
	Autism Spectrum Disorder			
	Mental illness			
	Chronic Neurological Conditions			
	Multiple sclerosis			
	Parkinson's disease			
	Haemophilia			
	Thalassemia			
	Sickle Cell disease			

@ - e.g. Left/ Right / Both arms / legs

- e.g. Single eye/Both eyes

\$ - e.g. Left/ Right/ Both ears

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (.....number and date of issue of the guidelines to be specified), is as follows: -

In figures: - percent

In words: -percent

2. This condition is progressive / non-progressive / likely to improve / not likely to improve.

3. Reassessment of disability is:

(i) not necessary,

Or

(ii) is recommended/ after years..... months, and therefore this certificate shall be valid till(DD/MM/YY)

4. The applicant has submitted the following document as proof of residence: -

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

Signature/Thumb impression of the person in whose favour certificate of disability is issued.

Form-VII

Certificate of Disability

(In cases other than those mentioned in Forms V and VI)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

[See rule 18(1)]

Recent
Passport size
Attested
photograph
(Showing face
only) of the
person with
disability

Certificate No.

Date

This is to certify that I have carefully examined Shri/Smt./Kum
..... son/wife/daughter of Shri
..... Date of Birth(DD/MM/YY) Age
years, male/female Registration No. Permanent
resident of House No. Ward/Village/Street
Post Office District State
whose photograph is affixed above, and am satisfied that he/she is a case of
..... disability. His/her extent of percentage physical
impairment/disability has been evaluated as per guidelines (to be specified) and
is shown against the relevant disability in the table below: -

S. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
	Locomotor disability			
	Muscular Dystrophy			
	Leprosy cured			
	Cerebral Palsy			
	Acid attack Victim			
	Low vision			
	Deaf			
	Hard of Hearing			
	Speech and Language Disability			
	Intellectual Disability			
	Specific Learning Disability			
	Autism Spectrum Disorder			
	Mental illness			
	Chronic Neurological Conditions			
	Multiple sclerosis			
	Parkinson's disease			
	Haemophilia			
	Thalassemia			
	Sickle Cell disease			

(Please strike out the disabilities which are not applicable.)

@ - e.g. Left/ Right / Both arms / legs

- e.g. Single eye/Both eyes

\$ - e.g. Left/ Right/ Both ears

2. The above condition is Progressive / non- progressive / likely to improve / not likely to improve.

3. Reassessment of disability is:

(i) not necessary

Or

(ii) is recommended after yearsmonths and therefore this certificate shall be valid till(DD/MM/YY)

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

(Countersignature and seal of the
Chief Medical Officer/Medical Superintendent/
Head of Government Hospital, in case the
certificate is issued by a medical
Authority who is not a government
Servant (with seal)

Signature/Thumb
impression of the
person in whose favour
certificate of disability
is issued.

Note 1: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

Note 2: The principal rules were published in the Gazette of India by Ministry of Social Justice and Empowerment vide notification number 489, dated 15.6.2017.

Government of
(Name & Address of the authority issuing the certificate)
INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No..... Date.....

VALID FOR THE YEAR

This is to certify that Shri/Smt./Kumari
.....Son/daughter/wife of

.....permanent resident of,

Village/Street, Post Office

District.....in the State/Union Territory..... Pin Code

..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year His/her family does not own or possess any of the following assets***:

- I. 5 acres of agriculture land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari belongs to the caste which is not recognized as a Scheduled Caste, Scheduled Tribe and other Backward Classes (Central List)

Signature with seal of office

Name

Designation.....

Resent passport size attested photograph of the applicant
--

* Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

** Note 2: The term 'Family' for this purpose includes the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status,
