

SOCIETY FOR APPLIED MICROWAVE ELECTRONICS ENGINEERING AND RESEARCH

IIT Campus, Hillside, Powai, Mumbai-400076

Advertisement No. 09/2017

Society for Applied Microwave Electronics Engineering and Research (SAMEER) invites applications for the following post for its Centres located at Mumbai, Kolkata and Guwahati to be filled up on regular basis:

Name of the Post	:	Accounts Assistant (for Mumbai Centre) ... 2 Posts (UR-1, SC-1)
Post Code	:	AA1
Scale of Pay	:	Level 5 in the pay matrix. Starting salary will be Rs. 29,200/-, plus usual allowances as per Central Government Rules
Age	:	Not exceeding 30 years. (Not exceeding 40 years in case of the employees of SAMEER or the Ministry of Electronics and Information Technology.)
Qualifications	:	Essential: A bachelor's degree in Commerce from a recognized University Desirable: Working knowledge of accounting packages / ERPs (Tally / Oracle) and MS Office – Word, Excel & Power Point.
Experience	:	A minimum 5 years' experience in accounts work such as salary, provident fund account, stores accounts, taxes, customs/ central excise, finalization of accounts and audit work. Experience in Central Govt. Department/ Educational or Research Institutions/Public Sector Undertakings will be desirable.
Name of the Post	:	Administrative Assistant (for Mumbai Centre) ... 2 Posts (UR-1, OBC-1)
Post Code	:	AA2
Scale of Pay	:	Level 5 in the pay matrix. Starting salary will be Rs.29,200/-, plus usual allowances as per Central Government Rules
Age	:	Not exceeding 30 years. (Not exceeding 40 years in case of the employees of SAMEER or the Ministry of Electronics and Information Technology.)
Qualifications	:	A bachelor's degree from a recognized University
Experience	:	A minimum 5 years' experience in clerical capacity in establishment matters / administration / HR/ purchase/ stores /Secretarial work of senior officers, maintenance of records,

		files, fixing appointments, liaison work, handling confidential documents, preparation of brief of cases to be put up to senior officers. Experience in Central Govt. Department/ Educational or Research Institutions/ Public Sector Undertakings will be desirable.
Name of the Post	:	Lower Division Clerk (for Mumbai Centre) ... 3 Posts (UR-1, OBC-1, ST-1) (One of the posts will be filled up by ex-servicemen)
Post Code	:	LDC1
Scale of Pay	:	Level 2 in the pay matrix. Starting salary will be Rs. 19,900/-, plus usual allowances as per Central Government Rules
Age	:	Not exceeding 25 years. (Not exceeding 40 years in case of the employees of SAMEER or the Ministry of Electronics and Information Technology.)
Qualifications	:	Essential i. 12 th pass from a recognized Board/ University ii. Typing speed of 35 wpm in English or 30 wpm in Hindi, on Computer Desirable i. Degree from a recognized university ii. 6 months' Certificate Course on Computer Operation
Name of the Post	:	Lower Division Clerk (for Kolkata Centre) 1 Post (UR)
Post Code	:	LDC2
Scale of Pay	:	Level 2 in the pay matrix. Starting salary will be Rs. 19,900/-, plus usual allowances as per Central Government Rules
Age	:	Not exceeding 25 years. (Not exceeding 40 years in case of the employees of SAMEER or the Ministry of Electronics and Information Technology.)
Qualifications	:	Essential i. 12 th pass from a recognized Board/ University ii. Typing speed of 35 wpm in English or 30 wpm in Hindi, on Computer Desirable i. Degree from a recognized university ii. 6 months' Certificate Course on Computer Operation
Name of the Post	:	Lower Division Clerk (for Guwahati Centre) ... 1 Post (UR)
Post Code	:	LDC3
Scale of Pay	:	Level 2 in the pay matrix. Starting salary will be Rs. 19,900/-, plus usual allowances as per Central Government Rules

Age	:	Not exceeding 25 years. (Not exceeding 40 years in case of the employees of SAMEER or the Ministry of Electronics and Information Technology.)
Qualifications	:	<p>Essential</p> <ul style="list-style-type: none"> i. 12th pass from a recognized Board/ University ii. Typing speed of 35 wpm in English or 30 wpm in Hindi, on Computer <p>Desirable</p> <ul style="list-style-type: none"> i. Degree from a recognized university ii. 6 months' Certificate Course on Computer Operation
Name of the Post	:	Driver (for Mumbai Centre) 1 Post (OBC). The post is reserved for ex-servicemen belonging to OBC (non-creamy layer). Others need not apply.
Post Code	:	DVR1
Scale of Pay	:	Level 2 in the pay matrix. Starting salary will be Rs. 19,900/-, plus usual allowances as per Central Government Rules
Age	:	Not exceeding 25 years. (Not exceeding 40 years in case of the employees of SAMEER or the Ministry of Electronics and Information Technology.)
Qualifications	:	<ul style="list-style-type: none"> i. Matriculation ii. Must hold a valid light and heavy vehicle driving license iii. Having accident free record and ability to carry out minor repairs to the vehicle
Experience	:	Minimum five years' experience in driving light and heavy vehicles

The applicants are required to submit their applications online, through the link provided on the website www.sameer.gov.in. **The link will be activated in the third week of December 2017 and shall remain available till 25th January, 2018.** After submitting the application online, the applicants are required to take a printout of the same, append their signature in the space provided for the purpose and enclose demand draft towards fees and self attested copies of necessary documents and **send the application to the Registrar, Society for Applied Microwave Electronics Engineering & Research (SAMEER), IIT Campus, Hillside, Powai, Mumbai 400076, so as to reach him latest by 12th February 2018.** The envelope should be superscribed with advertisement number and name and code of the post applied for.

An applicant will have to pay Rs. 100 as application fee. The fee has to be paid via Demand Draft drawn in favour of "Society for Applied Microwave Electronics Engineering And Research". If an applicant applies for more than one post, he will have to pay application fee for all the posts for which he applies. In case of the post of LDC, separate application fee will be

payable, if a candidate applies for the post at different centres. **Candidates belonging to SCs/STs, persons with disabilities and ex-servicemen will, however, be exempt from the payment of application fee.** The application fee is to be paid through a demand draft drawn in favour of "Society for Applied Microwave Electronics Engineering & Research," payable at Mumbai. The demand draft has to be issued by an Indian branch of a scheduled bank.

GENERAL INFORMATION:

1. Persons in service with the Government/Semi-Government Organization/Public Sector Undertaking/Autonomous Bodies etc. should send their application through proper channel.
2. These appointments are on regular basis. However, the person selected on direct recruitment basis will initially be placed on contract for a period of three years from the date of joining as per the policy of the Society. After the completion of the contract period, his/her service will be considered for regularization, based on his/her performance. However during the period of contract also he/she will be eligible for pay and allowances and all other benefits that are drawn by regular employees of SAMEER.
3. Incomplete applications, applications without photocopies of the certificate duly self attested and applications received after last date shall not be considered. The Society will not take responsibility for transit, postal and other delays.
4. 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.
5. Age limit will be applicable as on last date for receiving applications.
6. 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.
7. Upper age limit will be relaxed by five years for SCs/ STs in case of posts reserved for them.
8. Upper age limit will be relaxed by three years for OBCs, not belonging to the creamy layer, in case of posts reserved for them.
9. Degree/ certificate should be from recognized institutions/universities.
10. 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 is bare minimum and mere possession of the same does not entitle candidates to be called for the written test.
11. In case a large number of applications are received for any post, SAMEER may, screen the applications, on the basis of parameters to be decided by it.
12. Canvassing in any form will lead to disqualification of the candidate.

- 13. In case of Accounts Assistants, Administrative Assistants and LDCs, selection will be made on the basis of a two-stage written examination. The first stage examination will be of objective type and include questions related to General Knowledge, General English and General Mathematics. Only those who secure the cut-off marks in the first stage examination will be called for the second stage examination, which will be descriptive type in nature and will test the candidates' writing ability and accounting ability, where applicable. The tests will be held at the city in which the vacancy is available.**
- 14. In case of LDCs, there will be skill test, as well.**
- 15. In case of Drivers, SAMEER may consider holding an objective type test, to assess the applicants' knowledge of Hindi, English, traffic rules and working of a motor vehicle.**
16. SAMEER strives to have workforce which reflects gender balance. Women candidates are encouraged to apply.