



Strategy and Synergy for Security

SOCIETY FOR ELECTRONIC TRANSACTIONS AND SECURITY (SETS)

**MGR Knowledge City, CIT Campus, Taramani,
Chennai - 600 113, Tamil Nadu, India**

Advertisement No. SETS/Chn/Rec/2022-23/07 Date: 11th June 2022

Society for Electronic Transactions and Security [SETS] is a Society under Societies Registration Act, XXI of 1860, dedicated to carry-out Research and Development in the field of Information Security focusing on the key verticals, namely, Cryptology and Computing, Hardware Security, Quantum Security and Network Security.

SETS invites applications from citizens of India for filling up the following positions:

1.0 Administrative and Support Personnel (ASP) - Officer in Stage 8 position as per SETS-RAR with relevant experience in material management, procurement process and administrative processes of Government.

2.0 Administrative and Support Personnel (ASP) – Assistant in Stage 3 position as per SETS-RAR with relevant experience in the areas of Stores, Administration and accounting processes with knowledge in Government procedures.

The above two positions are temporary but likely to continue as per Rules of the SETS-RAR. The initial appointment will be made for a period of five years, on contract basis, with probation period of one year.

The description of positions, detailed requirements for eligibility to apply for the positions are given below:

1. ASP - Purchase Officer

Name of the Post	ASP (Purchase Officer) – Stage 8
No of Posts	ONE
Remuneration	Stage 8 (Equivalent Level in VII CPC – 10) in the basic of Rs.56100/- (Total Monthly emolument of Rs.1,03,123/- Approximately)
Age Limit	Not more than 40 years (Maximum age as on Last Date for the submission of Application)
Essential Qualification	Degree in any Discipline with 60% or above marks
Desirable Qualification	MBA in Material Management / Post Graduation in Material Management with First Class
No. of Years of Working Experience	15 Years of relevant experience
Nature of Experience	<ol style="list-style-type: none">1. Must possess experience in end to end purchase & procurement process in compliance with GFR, GeM, e-Procurement, CVC/Govt. of India guidelines.2. To Engage in procurement planning, Imports, Customs Clearance procedure. Handle highly technical and complex specifications, contracts and solicitation documents, including all related research and value analysis. Job involves Material Management functions such as purchase, stores, vendor development etc. and shall be responsible for overall administration and supervision of assigned activities.3. Knowledge of Government Procedures and rules and Competency in use of computers in all functional areas of administration/purchase/accounts.

2. ASP (Stores Assistant)

Name of the Post	ASP (Admin/Stores Assistant)
No of Posts	ONE
Remuneration	Stage 3 (Equivalent Level in VII CPC – 4) in the basic of Rs.25,500/- (Total Monthly emolument of Rs. 48,445/- Approximately)
Age Limit	Not more than 35 years (Maximum age as on Last Date for the submission of Application)
Essential Qualification	Graduation with 60% or above marks
Desirable Qualification	(i) Master's Degree in any subject (ii) Knowledge of Government Procedures and Rules in functional areas of administration /accounts and use of computers
No. of Years of Working Experience	10 Years of relevant experience
Nature of Experience	Admin activities: Stores Management of Capital and Consumable goods, Stock verification, Gate pass management of returnable/ non-returnable material etc..

Application Procedure:

1. Candidates are advised to go through this advertisement carefully in detail for determining their eligibility as per laid down criteria for the post.
2. **Only applications received through ONLINE submission by visiting SETS website <https://setsindia.in/careers> will be considered.** Submission of online applications will open at **10:00 AM on 11th June 2022 and close at 6:00 PM on 12th July 2022.**

A non-refundable application fee of Rs. 500/- (Rupees Five Hundred Only) through the on-line payment mode to be remitted to the SETS bank account, details given below:

Name of Beneficiary/ Account holder: SETS, Chennai

Beneficiary Bank: Indian Bank

Branch Name: Lattice Bridge Road, Chennai 600 041

Account No.: 430969098 IFSC: IDIB000L006

Transaction details towards proof of payment to be furnished in the application form (screenshot of payment of the application fee to be uploaded i.e., UTR No. & date).

3. Candidates belonging to SC/ST/PWD Category & Female applicants need to pay Rs 250/- (Rupees Two hundred and fifty only) as a non-refundable application fee.
4. Candidates may please note that application fee paid through any other mode like cheque, DD or cash will not be accepted towards payment of application fee.
5. SETS will not be responsible in case of incomplete transactions during the online payment process. Only those applications with proper fee payment/exemption details will be considered.
6. Application fee once paid shall not be refunded under any circumstances.
7. Candidates who apply for more than one position, should submit separate applications for each position and remit the application fee for each position separately.

8. Candidates are requested to attach the following supporting documents:
 - a) Scanned copy of Personal Particulars form (pdf format) duly filled and signed. The Personal Particulars form is available at SETS homepage <https://setsindia.in/careers>
 - b) Scanned copies of academic certificates of essential and desirable Qualifications (PDF document)
 - c) Proof of payment
9. The last date for submitting the applications via Google Form/ Online submission is **12th July, 2022 (6 PM)**.
10. Shortlisted candidates would be required to attend a written test and/ or Interview at SETS, Chennai. The date and time of written test/interview will be intimated to the shortlisted candidates by email.
11. Applicants working in Central Government or State Government, or Autonomous Institutions or Public Sector Organizations must send their applications through proper channel or produce No Objection Certificate (NOC) for attending Interview from their respective organization.
12. Applicants belonging to SC/ST/OBC/PH category shall be eligible for age relaxation as per Government of India Rules.
13. In case of any difficulty with regard to online submission of form, candidate can send their queries to the email id : rec22-ASP-O@setsindia.net for the ASP-Officer position & rec22-ASP-A@setsindia.net for the ASP-Assistant position.

Terms and Conditions:

1. The shortlisted candidates shall be required to bring all their original testimonials for verification on the written test and/ or interview day.
2. No TA/DA will be given to candidates appearing for interview.
3. The prescribed (essential) qualifications are minimum and mere possession of the same does not entitle the candidate to be called for the written test and/or interview. The decision of SETS in all matters relating to eligibility, acceptance or rejection of the applications, cancellation of advertisement and filling up or not filling up of post will be final and no inquiry or correspondence will be entertained in this matter
4. SETS reserve the right to increase the minimum eligibility criteria/cut off limits, at its discretion.
5. Number of vacancies may increase/decrease depending upon SETS requirements and such changes will be made by SETS without any notice.
6. Incomplete applications or applications received without requisite certificates of qualification and experience and applications received after the due date will be summarily rejected.
7. SETS reserves the right to cancel or introduce any examination/ Personal Interview/ Other Selection process. SETS also reserves the right to cancel/ restrict/ curtail/ enlarge the recruitment process and/or the selection process without any notice and without assigning any reasons thereof.
8. All communications will *be* made by SETS to the applicant's E-Mail ID provided by the applicant in their application. Candidates are advised to also check their e-mail Spam folder for any updates.
9. Candidates are advised to visit SETS website regularly for notices/ information. Corrigendum/ Extension/ Updates etc., if any, shall be published in SETS website (<https://setsindia.in/careers>) only.