

**SOCIETY FOR ELECTRONIC TRANSACTIONS AND SECURITY [SETS]
MGR KNOWLEDGE CITY, CIT CAMPUS, TARAMANI, CHENNAI – 600 113**

Applications are invited from Indian citizens for filling up vacancies in SOCIETY FOR ELECTRONIC TRANSACTIONS AND SECURITY as per details given below:

- 01. Electrical Supervisor** - Pay Band of Rs. 9300 – 34,800 with Grade pay
Rs. 4,200/- in Pay band - 2

No of Post – 1

a. Essential Qualification –

- i. Three years Diploma in Electrical and Electronics Engineering from Government Recognized Institute.
- ii. Electrical Supervisor Competency Certificate ('C' License)

b. Essential Experience –

10 to 15 Years Experience in handling maintenance of electrical installation works out of which, at least 5 years working knowledge of maintenance of 11 KV / 433 V Electrical Substation work, Centralized duct able Air Conditioning system, Diesel Generating Sets, Passenger Lift. Experience in planning, preparation of estimates and contract documents.

c. Desirable –

Experience in maintenance of Fire and Security System, integrated BMS.

d. Age Limit –

Not exceeding 55 years

- 02. Guest House Caretaker** - Pay Band of Rs. 5200-20200 with Grade pay Rs. 2000/- in
Pay band- 1

No of Post – 1

a. Essential Qualification –

Any Bachelor Degree

b. Experience –

- i. At least 3 years' Experience in Guest House caretaker and proven ability to maintain Guest house records
- ii. Experience in outdoor assignments/field jobs & having light vehicle driving licence
- iii. Experience in canteen management
- iv. Ability to maintain Cash, Cheque and do Bank operations.

c. Age Limit –

Not exceeding 40 years

IMPORTANT:

- (1) The posts are temporary and likely to be continued.
- (2) Experience specified for the above posts shall be the experience acquired after obtaining the essential educational qualifications.
- (3) Application format duly filled in along with certificates showing qualifications and experience etc. should be numbered.
- (4) Applications should be sent along with duly Self Attested Photocopies of certificates (either in Hindi or English) / regarding proof of age, educational Qualifications, work experience etc., failing which such applications will be summarily rejected.
- (5) In case, the certificates are available in any other language other than Hindi or English, the translated copies of such certificates, duly attested, either in Hindi or English, should be sent along with the applications, failing which the same would not be treated as a proof and such applications will be rejected.

GENERAL CONDITIONS: -

(i) Applications should be sent either in English or in Hindi in the prescribed proforma itself.

(ii) Persons working in Government / Public sector undertakings / Autonomous Organizations should submit their applications through proper channel together with a certificate as given in Annexure of the 'Proforma for Application'. They may, if they so wish send an advance copy of the application, in the prescribed form, complete in all respects, by the due date. The advance copy should invariably be followed by the application which is forwarded through proper channel and must reach this office not later than 15 days after the closing date, failing which their candidature will not be considered. It may be noted that advance copy of application will be treated as incomplete and would be summarily rejected.

(iii) Candidates will have to produce the proof of details furnished in their applications, in original, as and when required.

(iv) Non-Departmental outstation candidates called for interview will be paid to and from III Tier AC railway/ bus fare by the shortest route from the place mentioned in serial no. 12 of the application proforma to Chennai, for the journey performed within the territory of India, on production of proof of journey such as the railway ticket or bus ticket etc.

(v) Applications received after the due date, unsigned applications, applications not in the prescribed proforma, applications without photograph, advance copy of applications if not followed by the copy through proper channel, applications incomplete in any respect, will not be considered.

(vi) Only Indian Nationals are eligible to apply.

(vii) Canvassing in any form will be a disqualification.

(viii) The prescribed educational qualifications and experience are minimum and it would be open to the SETS to restrict the number of candidates to be interviewed to a reasonable limit by adopting qualifications and experience of a higher level than the minimum described in the advertisement.

(ix) The SETS reserves the right not to fill any post, if it so decides.

(x) No correspondence/representations will be entertained either with regard to the call for interview and /or selection etc.

(xi) It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to willfully conceal or misrepresent the facts, his/her candidature will be summarily rejected or his/her employment will be terminated.

(xii) Candidates must send a self-addressed post-card, along with the application.

The applications in the prescribed proforma (neatly hand-written or typed out in A-4 size paper 210x297 mm) should be send to Executive Director, SETS, MGR Knowledge City, CIT Campus, Taramani, Chennai – 600 113 within 15 days from the date of publication of the advertisement in the ‘Employment News’ / Leading newspaper.

PROFORMA FOR APPLICATION

(to be filled in block letters)

Name of post applied for :

- 01. Name (in block letters)
- 02. Father's /Husband's Name
- 03. Date of Birth (Christian era)
- 04. Nationality
- 05. Address for correspondence (in block letters)
Indicating clearly – District
State
Pin code
Contact Tel. No. & Fax No.
e- mail
Mobile

Affix Passport
size photograph
duly signed by
the candidate

- 06. Community : SC ST OBC GL
- 07. Educational Qualifications starting with Higher
Secondary (10+2)

Course / Degree	Subject	Board / University / Institution	Year of Passing	Percentage of Marks / Class / Division
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- 08. Total employment experience (in months)
After professional qualification
(Attested copies of certificates indicating the period to be
attached)
- 09. Employment details (Chronologically from present position
backwards) (in support of item No.08)

Name of organisation	Post Held	From	To	Nature of Job
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- 10. If selected, minimum time required to join the post
- 11. Nearest Railway Station
(for reimbursement of Traveling Expenses)
- 12. Any other information

DECLARATION

I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may summarily be rejected or employment terminated without any Notice.

PLACE

(SIGNATURE OF THE APPLICANT)

DATE

**CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/FORWARDING
AUTHORITY**

Certified that :

- (i) the particulars furnished by Dr./Shri./Smt/Kum. _____
are correct and verified from the Service Records.
- (ii) there is no vigilance/disciplinary case either pending or contemplated against
him/her.
- (iii) Integrity of the applicant is certified.

(Signature of Head of Department /
Forwarding Authority)

Date :

Name
Department
Office

Tel. No.
Fax No.
Mobile