



Society for Applied Microwave Electronics Engineering and Research

IIT Campus, Hillside, Powai, Mumbai-400076
(An R&D Institution under the administrative control of
the Ministry of Electronics & Information Technology, Government of India)

Advertisement No.: SMR/Rectt/Asst/01/2022

Society for Applied Microwave Electronics Engineering and Research (SAMEER) invites applications for the following posts for its centre's located at Chennai and Kolkata to be filled up by absorption/ deputation:

Name of the Post	:	Accounts Assistant (for Chennai Centre) ...1 Post
Post Code	:	AA1
Scale of Pay	:	Level 5 in the pay matrix (Rs.29200-92300).
Eligibility Criteria	:	Officers of the Central Government/ State Government / PSUs/ Autonomous bodies (i) holding analogue post on regular basis or (ii) With at least 5 years' service rendered after appointment to the post of Upper Division Clerk on a regular basis in the Level-4 in the Pay Matrix (Rs.25500-81100) in the parent cadre or department and possessing a Bachelor's degree or equivalent from a recognized university.
Name of the Post	:	Administrative Assistant (for Kolkata Centre) ... 2 Posts
Post Code	:	AA2
Scale of Pay	:	Level 5 in the pay matrix (Rs.29200-92300).
Eligibility Criteria	:	Officers of the Central Government/ State Government / PSUs/ Autonomous bodies (i) holding analogue post on regular basis or (ii) With at least 5 years' service rendered after appointment to the post of Upper Division Clerk on a regular basis in Level-4 in the Pay Matrix (Rs.25500-81100) in the parent cadre or department and possessing a Bachelor's degree or equivalent from a recognized university.

Notes:

1. The maximum age-limit for appointment on deputation/ absorption to the above posts shall not be exceeding fifty-six years as on the closing date of receipt of application.
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.
3. The application, complete in all respects, in the form, given below, along with the self-attested copies of certificates relating to qualifications, date of birth etc., should reach by or before the last date.
4. The envelope containing the application should be super scribed as **“Application for the Assistant”** and sent by speed post to the Registrar, Society for Applied Microwave Electronics Engineering and Research, IIT Campus, Powai, Mumbai 400076.
5. 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.**
6. The applicants are advised 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, even if their advance copy is reached by the last date.
7. **The applications are required to be forwarded by the office of the applicant 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.**

8. Incomplete applications, applications without self attested photocopies of the certificates and applications received after last date shall not be considered. The Society will not take responsibility for transit, postal and other delays.
9. 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 dispensed with, even if they are selected and join SAMEER.
10. Degree/ certificate should be from recognized institutions/universities.
11. 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.
12. Canvassing in any form will lead to disqualification of the candidate.
13. SAMEER strives to have workforce which reflects gender balance. Women candidates are encouraged to apply.

The last date for receipt of applications is **31st August 2022**.

Sd/-
Registrar



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APPLICATION FORM

(TO BE FILLED IN CAPITAL LETTERS ONLY)

Post Applied: _____

Post Code _____

Affix Recent
Passport
Size Photograph

1. Name in full _____

2. a) Father's Name _____ b) Mother's Name _____

3. a) Date of Birth in Christian era (DD/MM/YYYY) / /

b) Age as on closing date mentioned in Advt. _____ Years _____ Months _____ Days _____

4. a) Sex (Male/Female) _____ b) Marital Status _____

5. Nationality _____

6. Reservation Category (SC/ST/OBC) _____ a) Religion _____

7. Address for correspondence (with PIN Code) _____

Telephone No./Mobile No. & e-mail _____

8. Permanent Address (with PIN Code) _____

9. Educational Qualifications (in chronological order from X standard onwards):

Exam passed	University/ Institution/ Board	Month and Year of passing	Subject(s)	Percentage of Marks

10. Employment Record (Attach separate sheet in following format, if necessary): -

Name & address of employer/ Orgn.	Name of the post held	Period of Service		Scale of Pay	Job description/ duties	Whether regular/ ad-hoc/ contractual
		From	To			

11. Basic pay last drawn _____

12. Whether the present post is held on regular basis or ad-hoc basis _____

13. Details of relatives already employed in SAMEER

Name of the Relative	Relationship	Lab/Estt. in which employed	Post held

14. In the following box give details of your major achievements during the last five years of service.

15. Any other relevant information you may wish to add

Declaration

I declare that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed /distorted. If at any time, I am found to have concealed/distorted any material information; my appointment shall be liable to summary termination without notice.

Place:

Dated:

Signature of Candidate

Important: Use only A4 size paper for application and other testimonials. Self-attested photocopies of certificates etc. in support of particulars furnished in Column Nos. 3 and 9 should be enclosed)

CERTIFICATE BY THE OFFICE FORWARDING THE APPLICATION

Certified that

1. The particulars furnished by Shri/ Ms. _____ in column No. 10 of the application are correct, as per the records of this office.
2. Shri/ Ms. _____ is clear from vigilance angle.
3. The integrity of Shri/ Ms. _____ is certified.
4. Copies of the APARs for the last five years and a statement giving details of the penalties imposed are enclosed.

Signature:

Name:

Designation:

Official Seal: