SOCIETY FOR ELECTRONIC TRANSACTIONS AND SECURITY [SETS]
CIT Campus, MGR Knowledge City, Taramani,
Chennai – 600 113, India.

Society for Electronic Transactions and Security [SETS] is a non-profit society dedicated to research and development in the field of Information Security under the initiative of the Office of the Principal Scientific Advisor (PSA) to Government of India.

Applications are invited for filling up of **One Project Assistant for Secretarial & Documentation Support** of Artificial Intelligence & Cyber Security Project Management Group (AICS-PMG) from the eligible candidates who fulfill the requisite qualifications/ experience mentioned below. The position proposed is purely temporary and would be filled on Contract basis with consolidated salary under project mode for a period of one year and extendable for one more year subject to the requirements of the PMG. There is no further scope of continuation / regularization / absorption under any circumstances.

The description of the position, detailed qualification requirements and salary are given below:

Name of the Post	Project Assistant (Secretarial & Documentation Support)
Number of Posts	One
Age Limit	Not more than 30 years as on 01.07.2019
Essential Qualification	i. B.Sc Degree in Computer Science/Electronics, or Physics or Mathematics or Statistics with 60% or above marks or equivalent.
Desirable Qualification	M.Sc Degree in Computer Science/Electronics, or Physics or Mathematics or Statistics with 60% or above marks or equivalent.
Work Experience	• Candidates with Two years' experience in writing Technical Documents for Information and Communication Technologies (ICT).
Areas of Skill sets/ Knowledge required	• Knowledge of using Computers and Software packages including MS-Office/Latex packages. • Experience in typing of letters and emails; preparing documents & presentations, maintaining filing systems for documents both physical and electronic and coordinating the organization of meetings • Experience in developing multimedia content/web content is desirable.
Remuneration	Consolidated salary in the range of Rs.20,000/- to Rs.25,000/- per month based on the experience, qualification & skill sets

Application Procedure:

1. **Only applications received via email will be considered**. The Subject line in the email should contain the "**Application for the post of Project Assistant (Support)**". The candidate is required to attach the following documents to the Email:

   a. Resume (doc/pdf format) and

   b. Personal Particulars form (pdf format) duly filled.

   The Personal Particulars form is hosted at SETS homepage https://setsindia.in/.

2. The email should be sent to **pmg2019@setsindia.net**

3. **The last date for receiving applications by Email is 15.07.2019.**

4. Shortlisted candidates would be required to attend a Written Test and/or Interview at SETS, Chennai. The date and time for this would be intimated to shortlisted candidates by Email.

Terms and Conditions:

1. The shortlisted candidates would be required to bring all their original testimonials for verification on the test/interview day.

2. No TA/DA will be given to candidates appearing for written test or interview.

3. The prescribed qualifications are minimum and mere possession of the same does not entitle the candidate to be called for the written test or interview. The decision of the Executive Director 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.

Executive Director