



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/Chu/Rec./2020-21/01 Date: 29.05.2020

**SETS INVITES APPLICATIONS**

**FOR**

**CHIEF ADMINISTRATIVE AND ACCOUNTS OFFICER FOTR ITS CHENNAI OFFICE**

1. SOCIETY FOR ELECTRONIC TRANSACTIONS AND SECURITY (SETS) MGR Knowledge City, CIT Campus, Taramani, Chennai -600 113, Tamil Nadu, India is a Society under Societies Registration Act, XXI of 1860, dedicated to research and development in the field of Information Security. It was formed as a Government of India initiative and is fully directed by a high power apex body with Principal Scientific Adviser (PSA) to Gol as the President of the Society.
2. SETS invites applications for the post of **CHIEF ADMINISTRATIVE AND ACCOUNTS OFFICER** [CAAO] for appointment for its office at Chennai from candidates fulfilling the qualifying criteria as given below:

<b>Age</b>	Not below 50 years
<b>Essential Qualifications</b>	Master's Degree in any Discipline
<b>Desirable Qualifications</b>	(i) Master's Degree in Business Administration (MBA) in the relevant branch of Administration. (ii) Professional degree of Chartered Accountant (CA)/Professional degree of Institute of Cost and Works Accountants of India (ICWA)/Professional degree of Company Secretary (ACS). (iii) Knowledge of Government Procedures and Rules in functional areas of administration/purchase/accounts.

<b>Working Experience</b>	<p>(i) The candidate must have occupied senior position for at least 20 years of combined experience in administration in Government/Autonomous Bodies or in reputed Academic/Research Institutions.</p> <p>(ii) At least 10 years of combined service in the Grade pay of Rs. 6600 or above as per Sixth CPC (equivalent level pay 11 as per Seventh CPC) out of which at least 4 years in the Grade pay of Rs. 7600 or above (equivalent level pay 12 as per Seventh CPC).</p> <p>(iii) Retired officials from Central Government, PSUs, and autonomous bodies of Government with requisite minimum qualifications and above working experience would also be eligible.</p>
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### 3. Other Terms of appointment:

- i. The appointment of CAAO shall be based on the recommendation of a Selection Committee constituted by the President, SETS for the purpose.
- ii. The tenure of appointment of CAAO shall be maximum 5 years and is extendable by not more than 5 years at a time.
- iii. The maximum age for the CAAO to hold the office shall be 65 years.
- iv. The remuneration of CAAO will be fixed in the basic of Rs. 1,23,100 plus applicable DA as per Central Government and a Consolidated Allowance of Rs. 49612/- per month.
- v. The remuneration of retired persons will be fixed as per Government of India rules.

4. **JOB DESCRIPTION:** CAAO will be the overall in-charge of general administration, personnel management, Legal, security, budget, purchase, finance and accounts of SETS. The incumbent must be a dynamic and result-oriented person having sufficient experience of working independently in similar type of office/institution, and shall report directly to the Executive Director of SETS. He/ She shall render all necessary assistance to the Executive Director in the matter of general administration, personnel management, budget and financial matters of SETS including those of scientific divisions, outlying offices, branches and centres of SETS. He/She shall exercise powers, as delegated to him by the Executive Director from time to time on financial and administrative matters. CAAO being the overall in-charge of administrative and services division, he/she shall function as the Non-member Secretary of the Governing Council. He/ She shall liaise with the departments in Central Government, State Government as and when necessary.
5. Applications should be sent in in the prescribed Personal Particulars Format only duly filled-in and signed by the candidate with his/her latest Passport size Photo pasted on the right hand corner of the application.
6. The application, along with attested copies of all documents/ testimonials, should reach the Executive Director, **SOCIETY FOR ELECTRONIC TRANSACTIONS AND SECURITY [SETS], MGR KNOWLEDGE CITY, TARAMANI, CHENNAI-600113 on or before 30<sup>th</sup> June 2020.** The crucial date for determining the age shall be the closing date of receipt of application. Any application received in any format other than the Personal Particulars Form and without the required documents/testimonials or unsigned shall be liable for rejection. The copies of certificates should be self attested. Those employed in Government/PSUs/Autonomous Bodies should apply through proper channel otherwise their application shall be rejected. They can however send an advance copy of their application. Short listed candidates called for an interview will be reimbursed the actual fare upto 2<sup>nd</sup> AC Train/Bus by the shortest route from the place of work to Chennai on production of tickets. Canvassing in any form shall be a disqualification.

**(Executive Director)**