



Society for Applied Microwave Electronics Engineering and Research
IIT Campus, Powai, Mumbai-400076
(An Autonomous Body under the administrative control of
Ministry of Electronics and Information Technology, Government of India)

Advertisement No.04/2024

Applications are invited from eligible candidates for filling up the following post in SAMEER Centres :-

1. Accounts Officer (1-UR)	
Level of Pay in the Pay Matrix	Level 10 (Pre-revised PB-3, Rs.15600-39100 + 5400 GP)
Initial Pay	Rs.56,100/- (Level-10, Cell 1 + Allowances Applicable)
Mode of Recruitment	Direct Recruitment /Deputation/ Absorption basis.
Age	i) For Direct Recruitment 35 years. (Upper Age Limit as on the closing date of the application) ii) For Deputation/Absorption basis Upper Age limit for appointment by deputation/absorption shall not be exceeding 56 years' as on the closing date of receipt of applications. 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 or Department of the Central Government shall not ordinarily exceed three years.
Qualifications & Experience	Qualification: - i) Degree in commerce from a recognized University and competence in computer operation. ii) Desirable: - Post Graduate Diploma in Finance Management from a recognized Institution/University. Experience: - i) For Direct Recruitment 10 years' working experience in Finance & Accounts, Auditing, Finalization of Accounts, Settlement of Staff Benefits, Income Tax TDS and related work in Government Office/PSU/Autonomous Institute or a Public Body or commercial organization of repute. Knowledge of Government rules and regulations. ii) For Deputation/Absorption basis Officers of the Central Government or State Government or Public Sector Undertakings or Autonomous Bodies: - a) holding analogous post on regular basis or with at least 5 years' service rendered after appointment to the post of Accounts Officer on a regular basis in Level-7 of the Pay Matrix (Rs.44900-142400) or equivalent in the parent cadre or department b) Possessing the qualification and experience prescribed for Direct Recruitment.
LOCATION	SAMEER, Mumbai
2. LOWER DIVISION CLERK (2-UR, 1-OBC)	
Level of Pay in the Pay Matrix	Level 2 (Pre-revised PB-1, Rs.5200-20200 + 1900 GP)
Initial Pay	Rs.19,900/- (Level-2, Cell 1 + Allowances Applicable)
Mode of Recruitment	Direct Recruitment
Age	25 years. (Upper Age Limit as on the closing date of the application)
Qualifications & Experience	Essential Qualification - i) 12 th Pass from a recognized University/Board. ii) Typing speed of 35 wpm in English or 30 wpm in Hindi on Computer. iii) Proficiency in Computer Operation. Desirable - Degree from a recognized university and 6 months' certificate course on Computer operation and Experience in establishment/ accounts/purchase/stores of a reputed commercial organizations/ Industry
LOCATION	SAMEER, Mumbai/Chennai/Kolkata.



3. MULTI-TASKING STAFF (1-UR, 1-SC)

Level of Pay in the Pay Matrix	Level 1 (Pre-revised PB-1, Rs.5200-20200 + 1800 GP)
Initial Pay	Rs.18000/- (Level-1, Cell 1 + Allowances Applicable)
Mode of Recruitment	Direct Recruitment
Age	25 years. (Upper Age Limit as on the closing date of the application)
Qualification	Matriculation or equivalent from a recognized Board/University.
LOCATION	SAMEER, Mumbai/Kolkata.

The candidates are required to submit their applications online, through the link provided on the website www.sameer.gov.in. **The link will be activated by 1st August 2024 and shall remain available till closing date i.e. 31st August 2024.** After submitting the application online, the applicants are required to take a printout of the same, append their signature in the space provided for the purpose and enclosed self-attested copies of necessary documents and **send the application by speed post to Registrar, Society for Applied Microwave Electronics Engineering & Research (SAMEER), IIT Campus, Powai, Mumbai – 400076, so as to reach him, latest by 15th September 2024.** The envelope should be superscribed with the advertisement **number, name and code of the post** applied for. Please note that only those applications will be considered for further processing whose hard copy is received on or before the last date by 15th September 2024.

Application Fee:

- Candidate shall pay the application fee of Rs.200/- online using Debit Card/Credit Card/Payment Gateway.
- SC/ST/Female Candidates/Persons with Disabilities/Ex-servicemen candidate shall pay the application fee of Rs.50/-online using Debit Card/Credit Card/Payment Gateway.
- The application fee paid will not be refunded under any circumstances.

For the procedure of applying and other details visit our website www.sameer.gov.in

sd/-
Registrar

Cbc 06109/12 / 5004 / 2425