

SOCIETY FOR APPLIED MICROWAVE ELECTRONICS ENGINEERING AND RESEARCH

IIT Campus, Hill Side, Powai, Mumbai-400076

(Website: www.sameer.gov.in)**Advertisement No. 02/2024**

Society for Applied Microwave Electronics Engineering & Research (SAMEER), a Research and Development Institution, under the administrative control of Ministry of Electronics and Information Technology, Government of India, requires the services of the retired employees from the Central Government on contract for the positions.

1.	Name of the Post	Consultant (Administration/Accounts/Purchase)
2.	Total Vacancies	a) 01 Consultant - Administration - SAMEER, Mumbai b) 01 Consultant - Accounts - SAMEER, Chennai c) 01 Consultant - Administration/Accounts/Purchase - SAMEER, Kolkata
3.	Period of engagement	01 year
4.	Age Eligibility	Not exceeding 64 years as on 31.03.2024
5.	Eligibility Criterion	<ul style="list-style-type: none">• Experience in Personnel and Administration, Purchase, Accounts & Financial matters.• Should have retired from Government/Autonomous bodies in the post of Administration/Accounts officer or equivalent or above. i.e. in pay level of 10/11/12 or above.
6.	Desirable	<ul style="list-style-type: none">• Familiarly in use of MS Office/e-office.• Having undergone training in ISTM/NIFM in Administration/RTI related areas.• Experience in handling RTI matters.
7.	Scope of Work	<ul style="list-style-type: none">• Coordination with Legal counsel in defending Institute legal cases.• To assist SAMEER authorities in matters pertaining to Administration, Purchase, Accounts, RTI, Vigilance, Audit paras, Liaison with Legal Counsel on legal cases, preparation of affidavits, vetting of agreements/MOUs, matters relating to Finance Committee/Executive Committee/ Governing Council.• Any other matter as may be assigned from time to time.

1.	Name of the Post	Consultant (Technical)
2.	Total Vacancies	01
3.	Period of engagement	01 year
4.	Job Location	SAMEER, IIT Campus, Powai, Mumbai-400076
5.	Eligibility Criterion	<ul style="list-style-type: none">• Experience in handling technical matters related to Electrical, Air conditioning and Civil.• Should have retired from service with experience in pay level 07 or above.
6.	Age Eligibility	Not exceeding 64 years as on 31.03.2024

7.	Scope of work	Maintenance of Air Conditioning units of the institute and related civil and electrical work and its upkeeps & any other work as assigned from time to time.
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Other Conditions

1. **Remuneration:**

As per Ministry of Finance OM F.No.3-25/2020-E.IIIA dated 9/12/2020 as amended from time to time for those retired with old Pension scheme.

OR

As per Ministry of Finance OM F.No.3-25/2020-E.IIIA [Pt] dated 18.10.2023 as amended from time to time for those retired with NPS.

Last pay drawn minus pension plus TA.

 - The remuneration shall remain fixed during the tenure of consultancy.
 - Fixed amount of Transport Allowance for the purpose of commuting between the residence and the place or work shall be allowed not exceeding the rate applicable at the time of retirement excluding DA.
 - No Dearness Allowance shall be payable.
 - No HRA shall be payable.
 - No Accommodation will be provided.
2. **Leave:** 1.5 paid leave for every month
3. **Working Hours:**
 - Normal office timings from 9.00 AM to 5.30 PM
 - May also have to devote more time than usual to meet the exigencies of work, if required.
4. **Terms of Engagement:** The engagement will be purely on temporary basis and continuation will dependent on their work performance.
5. **How to apply:** The applications in the prescribed format (complete in all respects) and the requisite documents i.e. copy of PPO, Last Pay Certificate & Bank Details, Aadhaar Card & PAN Card to the following address: The Registrar, Society for Applied Microwave Electronics Engineering and Research, IIT Campus, Hill Side, Powai, Mumbai-400076 or by email on registrar-office@sameer.gov.in
6. **Last date for receipt of application:** **31.03.2024**

General Terms and conditions

The terms and conditions of engagement of the Consultants will be according to the following SAMEER guidelines:

1. Retired officers who have excellent service record and are physically fit shall be eligible for contractual appointment, under the said scheme.
2. The age of the applicant should not exceed 64 years, as on 31.03.2024.
3. No person
 - i. Who has entered into or contracted a marriage with a person having a spouse living, or
 - ii. Who having a spouse living, has entered into or contracted a marriage with any other person, shall be eligible for appointment to any of the above posts; provided that the SAMEER may, if satisfied that such a marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule, or
 - iii. Who is a member of any political party, or
 - iv. Who has undergone punishments for misconduct or found guilty of misconduct while in the service.
4. The period of the contractual appointment shall not be counted as SAMEER service for the purpose of pension or any other retirement benefits.
5. The contractual appointment shall not be considered as a case of re-employment.
6. The engagement of Contractual staff would be on full-time basis and they would not be permitted to take up any other assignment during the period of engagement with SAMEER.
7. Initially the appointment will be for a period of one year and may be extended, keeping in view the performance and requirement of SAMEER. It may be noted that the engagement of Contractual staff will be of a temporary nature, and the engagement can be cancelled at any time by SAMEER, by giving a month's notice, without assigning any reason.
8. A retired employee appointed against any of the positions mentioned above shall be entitled for remuneration in terms of his contractual appointment and the same shall not affect in any manner his/her entitlement for pension or other benefits.
9. Headquarters of each contract employee shall be decided at the time to his/her appointment. In case he/she is required to perform journey/tour in connection with official duties, his/her TA/DA entitlement shall be as were applicable to him/her at the time of his/her retirement.
10. The Contractual staff shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone and Medical Reimbursement.
11. Incidental Leave of 18 days per annum (@ 1.5 days per completed month of service) shall be admissible to the contractual employees. No other kind of leave shall be admissible. Accumulation of leave beyond the calendar year shall not be allowed. On termination/completion of the contract, the employee shall not be entitled to the benefit of encashment of the un-availed leave.

12. The contractual staff will have to undertake not to disclose, divulge or make public, except under legal obligations, any information that he may acquire in course of his/her work without the written consent of SAMEER.
13. The contractual staff shall act and function with professionalism, utmost care, skill, honesty, good faith and integrity as well as high moral and ethical standards. The contractual staff shall also compensate any losses sustained by SAMEER on account of his/her action/inactions.
14. The services of a contractual employee shall be terminated, at any point of time, if
 - i. The service rendered by him/her are not satisfactory, or
 - ii. Any declaration or information furnished by him/her proves to be false or having been willfully suppressed, or
 - iii. There is any breach of any of the terms and conditions of contractual engagement or
 - iv. He/she is found to be involved in any act of indiscipline or misconduct or
 - v. He/she is found to be involved in any act that proves unbecoming of him/her or
 - vi. There is inadequacy of funds from which remuneration is paid.

Before terminating the services of the contractual staff due to any of the reasons mentioned at S.No.(i) to (v), the employee will be given an opportunity to explain himself/herself.

15. Notwithstanding what is provided above, the services of a contractual employee may be terminated by either side by giving a month's notice or a month's salary in lieu of the notice period. If the notice is for a period less than a month, salary in lieu of the notice period will be paid to the extent the notice falls short of a month. the decision of SAMEER in this regard shall be final and binding on the contractual staff and shall not be subject to challenge.
16. No family accommodation shall be provided to the persons appointed against above positions. However, if any of SAMEER employees is lawfully occupying quarter at the time of his/her contractual appointment under the said scheme, he/she will be allowed to retain the same till the completion of his/her tenure, at the discretion of SAMEER.

Sd/-
REGISTRAR

Dated: 29.02.2024

Annexure-I

Application for engagement as Consultant in Society for Applied Microwave Electronics Engineering and Research (SAMEER), IIT Campus, Powai, Mumbai

POST :-

LOCATION :-



1. Name:
2. Father's/Spouse Name:
3. Date of Birth:
4. Gender:
5. Mailing Address:
Tel./Mobile No.:
Email Address:
6. Permanent Address:
7. Educational Qualification from Graduation onwards:

Course	Subject	University/Institute	Year Passing	of	Division/Class

8. Do you have Laptop/Computer (Yes/No.)
9. Knowledge of Computer/Internet (Please tick)
 - (a) MS word: working knowledge/proficient:
 - (b)MS Excel: working knowledge/proficient:

(c) Power Point Presentation: working knowledge/proficient:

(d) Internet application and tools
(cloud/sharing etc.): working knowledge/proficient:

(e) E-Office: working knowledge/proficient:

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10. Details of employment during the last 10 years (in descending order i.e., latest first)

Sr. No.	Ministry/Department	Post held	Last basic pay	Period		Nature of duties
				From	To	

11. Date of Retirement with copy of PPO:

12. Last Drawn Pay:

13. If last drawn pay is not in 7th CPC, then equivalence of last drawn pay with 7th CPC:

14. Is any relative/known working in SAMEER. If so, details thereof:

15. Have you previously worked in SAMEER. If so, details thereof:

16. Any other relevant information:

DECLARATION

I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incomplete/incorrect, my candidature is liable to be rejected and I shall be bound by the decision of the SAMEER. I have read the Vacancy Circular and ready to accept all the terms and conditions for engagement of consultant.

Place:

Date:

Signature (Full name of the applicant)

Annexure-II

**Undertaking for engagement as Consultant in Society for Applied Microwave Electronics
Engineering and Research (SAMEER)**

To,

The Registrar
SAMEER
IIT Campus, Powai
Mumbai, Pincode:400076

Subject: Agreement for engagement as Consultant (Retired) in SAMEER

Sir,

I, (name), hereby accept all the terms & conditions as mentioned in SAMEER's advertisement issued vide No. dated inviting applications for engagement as consultant in SAMEER.

2. I do swear that I will be faithful and bear true allegiance to the Constitution of India and will uphold the sovereignty and integrity of India and will do my duties with full loyalty, faithfulness and impartially.

3. I do swear that I will not disclose, communicate to any unauthorized party/person any information that I may gather or access during the course of performing duties as consultant in SAMEER. I shall not remove/take away any document from the SAMEER without authorization from the competent authority.

Yours faithfully,

Signature: _____

Name: _____

Place: _____

Date: _____