

Society for Applied Microwave Electronics Engineering and Research

Plot-L2, Block-GP, Sec-V, Salt Lake, Kolkata- 700091

(Website: www.kolkata.sameer.gov.in)

Advertisement No.: SMR (K)/Rec-03/2022

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**, for its Kolkata Centre requires the services of the employees retired from the Central Government/ State Government/ Autonomous Bodies/ PSUs, on contract for the position of **Administrative Officer**.

Requirements:

- The candidate should have worked at the time of retirement on a post carrying the grade pay of Rs. 5400/- or higher.
- He/she should have handled establishment/ administrative/ procurement/ vigilance matters for not less than 10 years.
- He/she should hold a degree from a recognised university.
- He/she should have good knowledge of Government rules and regulations and office procedures.
- He/she should have good noting and drafting skills and be able to work on computers.
- Age should not exceed 63 years on the date of walk-in interview.

Responsibilities:

He/she shall support the Centre Head or other officers in establishment/ administrative/ procurement/ vigilance matters. He/she may also be required to supervise a section. He/she will be posted at the Sec-V, Salt Lake Campus of our Kolkata Centre.

Selection:

Selection will be made on the basis of the performance in the walk-in interview and/or a written test.

Remuneration:

The remuneration will be decided as per the Ministry of Finance's OM No. 3-25/2020-E.IIIA dated 9.12.2020.

General Terms and Conditions

The above appointments shall be governed by SAMEER's Contractual Manpower Engagement Scheme, 2018. The major provisions of the said scheme are mentioned below: -

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 63 years as on 22.8.2022.**
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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 serviceshall be eligible for appointment under the said scheme. Even if such a person succeeds in getting employment under the said scheme, his services shall be liable to be terminated following the procedure under the said scheme.
 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. 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 entitlement for pension or other benefits.
 9. Headquarters of each contract employee shall be decided at the time of 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, Transport Facility and Medical Reimbursement.
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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 actions/inactions.
 14. The services of a contractual employee shall be terminated, at any point of time, if
 - i. the services 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 contractual appointment under the said scheme, he will be allowed to retain the same till the completion of his tenure, at the discretion of SAMEER.
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General Instructions to Candidates:

Date of Walk-in Interview	22 nd August, 2022 Any change of date will be notified only on our website.
Reporting Time	2.00 PM
Venue	SAMEER, Plot-L2, Block-GP, Sec-V, Salt Lake, Kolkata- 700091
Documents required at the time of interview	(1) Duly filled application form in the proforma given below. The application form should not be sent by post. (2) Qualifying exam passing Certificate/Degree. (3) Experience Certificate (4) Proof of Date of Birth. (5) Passport size Photograph Note :- Candidates should bring one set of photo copies of all documents for submission with application along with originals.
Other Instructions	(a) <u>No TA/DA will be paid</u> to candidates for appearing for the written test/interview. (b) Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification. (c) No interim queries will be entertained.



**Society for Applied Microwave
Electronics Engineering and Research**

PROFORMA OF THE APPLICATION

(TO BE FILLED IN CAPITAL LETTERS ONLY)

Post Applied: _____

Advt. No. _____ Sr. No. _____

**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) _____ a) Religion _____
(attach certificates if applicable)

7. Whether presently working in Government/Semi-Government/
Public Sector undertaking/Autonomous/Corporate Bodies

8. Address for correspondence (with PINCode) _____

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

9. Permanent Address (with PIN Code) _____

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

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

** Exam passed	University/ Institution/ Board	Date/Year of passing	Subject(s)	**Percentage of Marks

11. 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	Reason for leaving
		From	To			

12. Basic pay last drawn _____

13. Whether the last post was held on regular basis or ad-hoc basis _____

14. Details of relatives already employed in SAMEER

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

15. In the following box give details of your major achievements during the last ten years of service.

16. 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. Attested photocopies of proof of items 3, 6 and 10 should be enclosed)
