



**SOCIETY FOR ELECTRONIC TRANSACTIONS AND SECURITY (SETS)**  
**MGR Knowledge City, CIT Campus, Taramani,**  
**Chennai -600 113, Tamil Nadu, India**

**Advertisement No. SETS/Chn/Rec./2022-23/ 11 Date: 25.12.2022**

**SETS INVITES APPLICATIONS**  
**FOR**  
**CHIEF ADMINISTRATIVE AND ACCOUNTS OFFICER FOR 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 GoI 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>	<p>(i) Master's Degree in Business Administration (MBA) in the relevant branch of Administration.</p> <p>(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).</p> <p>(iii) Knowledge of Government Procedures and Rules in functional areas of administration/purchase/accounts.</p>

<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. The tenure 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, Income Tax, GST, 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 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. Guidelines:**

- (i) The application, along with attested copies of all documents/ testimonials, should reach by Post to the following address on or before 27<sup>th</sup> January 2023 (Applicant should super scribe "Application for the post of CAAO" on the envelope containing the application):
- (ii) Candidates should send the soft copy of application along with scan copies of all testimonials /certificates to the email id: [hrd2022-04-reg@setsindia.net](mailto:hrd2022-04-reg@setsindia.net) followed by hard copy of the same on or before 27th January 2023 to the following address:

**THE EXECUTIVE DIRECTOR,  
SOCIETY FOR ELECTRONIC TRANSACTIONS AND SECURITY [SETS]  
MGR KNOWLEDGE CITY, TARAMANI  
CHENNAI-600 113**

- (iii) The crucial date for determining the age shall be the closing date of receipt of application.
- (iv) Any application received in the format other than the Personal Particular Form and without the required documents/testimonials or unsigned shall be liable for rejection
- (v) The copies of certificates should be self-attested.
- (vi) Those employed in Government/PSUs/Autonomous Bodies should apply through proper channel or produce the No Objection Certificate from the employer at the time of interview failing which their application shall be rejected and shall not be allowed to attend the interview.
- (vii) 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.
- (viii) SETS reserves the right to restrict the number of candidates to be invited for the interview based on qualification and working experience or reject any or all the applications if not fulfilling the qualifying criteria.
- (ix) Canvassing in any form shall be a disqualification.

**(Executive Director)**