



Society for Electronic Transactions and Security (SETS)

MGR Knowledge City, CIT Campus, Taramani, Chennai – 600 113

Applications are hereby invited from eligible and suitably qualified individuals for consideration for engagement in the following positions:

The engagement will be done through outsourcing agency.

1. System Administrator

Name of the Post	System Administrator (1 Post)
Qualification	A. Degree in Engineering or Technology, with 60% or above marks or equivalent or B. Master's degree Computer Science with 60% or above marks or equivalent or C. Master's Degree in Computer Applications (MCA) with 60% or above marks or equivalent
Areas of skill sets/ Knowledge required	1. Technical Skills: - Fundamental knowledge in Computer Networking and Operating Systems (Windows & Linux) - Installation and Configuration of systems - System, Printer, Biometric & Server Management - Data Backup and Recovery – ensuring the availability of all system servers - Access Control System, Fire Alarm System, Security surveillance and Public Announcement System management - Arrangement of network connectivity for events / meetings / workshops conducted by SETS 2. Ticket Management and troubleshooting of systems, network & IT infrastructure 3. Documentation - Maintenance of records, files and logs related to system administration - Implementation of SETS cybersecurity policy and work towards ISMS/ ISO 27001 certification and documentation process 4. Conduct awareness and training
Preferred Certifications	Red Hat /CCNA / CEH certification/ similar certifications
Experience	Minimum 5 years of relevant experience
Age limit	Not exceeding 40 years
Remuneration	Will be fixed depends upon qualification and relevant experience.
Duration	For a period of one year which may be extended as per the requirement.

2. Network Administrator

Name of the Post	Network Administrator (1 Post)
Qualification	Degree in Engineering or Technology, with 60% or above marks or equivalent or B. Master's degree Computer Science with 60% or above marks or equivalent. or C. Master's Degree in Computer Applications (MCA) with 60% or above marks or equivalent
Areas of skill sets/ Knowledge required	1. Technical Skills: - Fundamental Knowledge in Network Security, Networking Protocols - Hands-on experience in Linux / Python Scripting - Experience in managing organizational network infrastructure security - Hands-on Experience in the configuration of Router, Firewall, UTM, WAF and endpoint security - Hands-on Experience in setting up the SOC - Hands-on Experience in mail server configuration and hosting (smtp, imap, etc.) - Working experience in Installation and Configuration Server Management - Data Backup and Recovery - Vulnerability Assessment and Penetration Testing (VAPT) 2. Ticket Management and troubleshooting of systems, network & IT infrastructure 3. Documentation

	• Maintenance of records, files and logs related to IT infrastructure • Implementation of SETS cybersecurity policy and work towards ISMS/ ISO 27001 certification and documentation process 4. Conduct awareness and training
Preferred Certifications	Red Hat /CCNA / CEH certification/ similar certifications
Experience	Minimum 5 years of relevant experience
Age limit	Not exceeding 40 years
Remuneration	Will be fixed depends upon qualification and relevant experience.
Duration	For a period of one year which may be extended as per the requirement.

3. Assistant

Assistant - 2 Positions		
Name of the Post	1. Accounts – 1 Position	2. Administration – 1 Position
Educational Qualifications and Experience	M.Com. (or) MBA (Fin) (or) CA (Inter) (or) CMA (Inter) with minimum 3 years' experience in the relevant field.	Any Master's Degree (Non-Engineering) with minimum 3 years' experience in the relevant field.
	B.Com. with minimum 5 years' experience in the relevant field.	Any Bachelor's Degree (Non-Engineering) with minimum 5 years' experience in the relevant field.
Desirable	• Good knowledge in tally & excel software • Experience in handling Finance and Accounts/Auditing/in educational institutes / industrial establishment etc. • Excellent in oral and written communication. • Proficient in management with interpersonal skills.	• Proficiency in MS Office (Word, Excel, PowerPoint). • Excellent communication and interpersonal abilities. • Maintain and organize Admin-related documentation and records
Age limit	Not exceeding 35 years	
Remuneration	Will be fixed depends upon qualification and relevant experience.	
Duration	For a period of one year which may be extended as per the requirement.	

*No. of positions may vary.

Interested candidates are required to submit their resume to the email address provided below, with the subject line clearly mentioning "Application for the post of Respective Position" outsourcing@setsindia.net

Last Date for applying post is 10th November 2025 [5.30 PM]