

**Society for Electronic Transactions and Security (SETS)**

(Under O/o the Principal Scientific Adviser to the Government of India)

MGR Knowledge City, CIT Campus, Taramani,  
Chennai-600113. Phone: 044-66632509, Fax: 044-66632501.

**WALK-IN INTERVIEW**

Eligible Candidates are invited to appear for walk-in interview for the following post

**ASSISTANTS (Admin/HR/Accounts) -  
3 Positions  
(Number of positions may vary)**

The engagement will be done through outsourcing agency.

**Venue, Date & Time:** SETS, Taramani, Chennai (Land Mark: Opposite to Ramanujan IT City Gate No.3), **15th & 16th October 2025** (Wednesday & Thursday) **from 4.00 p.m. to 7.00 p.m.**

For Eligibility and other details please visit our website:  
**[www.setsindia.in/careers](http://www.setsindia.in/careers)**

## Walk-In Interview

**Venue** : SETS (Opp. to Ramanujan IT City Exit Gate No.3)

**Date & Time** : 15<sup>th</sup> October 2025 -Wednesday (from 4.00 pm to 7.00 pm) &  
16<sup>th</sup> October 2025 -Thursday (from 4.00 pm to 7.00 pm)

Qualified individuals are welcome to attend the walk-in interview to be considered for engagement as **"Assistant"**.

**The engagement will be done through outsourcing agency.**

Name of the position	Assistant - 3 Positions (No. of positions may vary)		
	Accounts	HR	Admin
<b>Educational Qualifications and Experience</b>	M.Com. (or) MBA (Fin) (or) CA (Inter) (or) CMA (Inter) with minimum 3 years' experience in the relevant field.	MBA (HR) with minimum 2 years' experience in the relevant field.	Any Master's Degree (Non-Engineering) with minimum 2 years' experience in the relevant field.
	B.Com. with minimum 5 years' experience in the relevant field.	Any Bachelor's Degree with minimum 5 years' experience in the relevant field.	Any Bachelor's Degree with minimum 5 years' experience in the relevant field.
<b>Desirable</b>	<ul style="list-style-type: none"> <li>Good knowledge in tally &amp; excel software</li> <li>Experience in handling Finance and Accounts/Auditing/in educational institutes / industrial establishment etc.</li> <li>Excellent in oral and written communication.</li> <li>Proficient in management with interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of HR processes and best practices.</li> <li>Well-versed /Handling of HRMS related Software</li> <li>Excellent communication and interpersonal abilities.</li> <li>Proficiency in MS Office (Word, Excel, PowerPoint).</li> <li>Maintain and organize HR-related documentation and records</li> </ul>	<ul style="list-style-type: none"> <li>Proficiency in MS Office (Word, Excel, PowerPoint).</li> <li>Excellent communication and interpersonal abilities.</li> <li>Maintain and organize Admin-related documentation and records</li> </ul>
<b>Age limit</b>	Not exceeding 35 years		
<b>Remuneration</b>	Will be fixed depends upon qualification and relevant experience.		
<b>Duration</b>	For a period of one year which may be extended as per the requirement.		

**Note:**

- ☐ Candidates are requested to come along with Bio-Data, Original Certificates, One set of Photo Copy of all Certificates and two photographs during the walk- in-interview.
- ☐ No TA/DA is admissible to appear in the Walk-In-Interview.