



## **SOCIETY FOR ELECTRONIC TRANSACTIONS AND SECURITY [SETS]**

CIT Campus, MGR Knowledge City, Taramani, Chennai-600113, India

**Advertisement No. SETS/Chn/Rec/Consultant/2025-26/45 Date:08.12.2025**

The Society for Electronic Transactions and Security (SETS) invites applications from eligible retired officers for engagement of Consultant (Civil) for a period of one year on the following terms and conditions:

### **1. Name of Post - Consultant (Civil)**

**The descriptions of position, detailed qualification requirements and salary are given below:**

<b>1. Name of Post</b>	<b>Consultant (Civil)</b>
<b>Total Number of Posts</b>	One
<b>Place of Posting</b>	Society for Electronic Transactions and Security (SETS), Taramani, Chennai
<b>Method of engagement</b>	Engagement on full time basis
<b>Eligibility Criteria/ Experience</b>	<ul style="list-style-type: none"><li>i) Candidate must have retired from a Central Government, State Government, Public Sector Undertaking, Autonomous Body, or Statutory Body at the position of Executive Engineer or higher (equivalent to Pay Matrix Level 11 or above)</li><li>ii) Candidate must have a minimum of five (05) years of experience as Executive Engineer (Civil) or in an equivalent position in the Central Government, State Government, PSUs, Autonomous Bodies, or Statutory Bodies.</li><li>iii) Must be conversant with CVC guidelines /GFR and other applicable Statutory norms;</li><li>iv) Must have a strong understanding of Public Procurement Systems and with proficiency in working in a computer-based environment.</li></ul>
<b>Job responsibilities</b>	<ul style="list-style-type: none"><li>i) Overall supervision of the SETS buildings with respect to Civil works.</li><li>ii) Examination and scrutiny of building proposals pertaining to new construction, O&amp;M of existing buildings, and renovations of SETS premises.</li><li>iii) Monitoring and reporting of major Civil works, and liaison with the project executing agencies.</li><li>iv) Maintenance of SETS building structures through regular walkthroughs, identification of defects, and initiation of corrective actions.</li><li>v) Execution and oversight of major/minor civil repairs such as leakage</li></ul>

<b>Job responsibilities (contd...)</b>	<p>rectification, repair/replacement of false ceilings, flooring, minor crack repairs, replacement of glass panels, plumbing works, and painting</p> <p>vi) Maintenance of aluminum, wood and glass doors, partitions and windows, wall structure etc.</p> <p>vii) Maintenance/repair of all wall painting structure/art work.</p> <p>viii) Handling major repairs i.e. whitewash, furniture repair and replacement, polishing etc.</p> <p>ix) Preparation of RFPs and management of the tendering process, etc.</p> <p>x) To arrange the issuance of technical sanctions and work orders.</p> <p>xi) To ensure the execution of works in order of priority.</p> <p>xii) To assess the requirement of materials and to initiate procurement process.</p> <p>xiii) To take appropriate and corrective actions during the execution of works.</p> <p>xiv) To supervise the deposit works to ensure proper implementation.</p> <p>xv) Preparation/ scrutiny of designs, drawings and estimates for the required subject works.</p> <p>xvi) Monitoring of fire-fighting systems, including fire hydrants, smoke detectors and fire extinguishers.</p> <p>xvii) Monitoring water management systems, including bore/metro water, drinking water, flush water and sanitation and water tank cleaning etc.</p> <p>xviii) Any other relevant works assigned by CAAO/ED of SETS.</p>
<b>Upper age limit</b>	63 years as on last date of receipt of application
<b>Period of engagement</b>	Initial engagement is for one year and extendable up to one more year or up to age of 65 years whichever is earlier on requirement basis.
<b>Remuneration</b>	<p>i) The consultant will be paid an all-inclusive consolidated remuneration of Rs.65,000 to 75,000 per month.</p> <p>ii) No allowances, such as Dearness Allowance, Provident Fund, Pension, Residential Telephone, Medical Reimbursement, etc., shall be admissible.</p>
<b>Leave</b>	Consultant shall be eligible for 1.5 days leave of each completed month. Un-availed leave in a calendar year cannot be carried forward to next calendar year.
<b>TA-DA</b>	No TA-DA shall be admissible for joining the assignment or on its completion. However, TA/DA for official tour at the rate admissible to <b>Under Secretary level (i.e. Pay Level 11) or equivalent.</b>
<b>Other terms and Conditions</b>	<p>i) The engagement shall be temporary nature and SETS can cancel the engagement at any time without providing the reason. However, in normal course of engagement can be terminated by either parties, i.e SETS or the Consultant by giving one month notice.</p> <p>ii) The Consultant shall not be permitted to take up any other assignment during the period of engagement with SETS.</p>

	<p>iii) The Consultant should maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of contract, failing which the consultant will be liable for suitable action, as deemed fit.</p> <p>iv) The Consultant shall have to perform duties/services as assigned to him/her by his /her Reporting officer with all the necessary skills, diligence, efficiency and economy.</p>
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### Application Procedure:

1. Candidates are requested to attach the following supporting documents:
  - i) Scanned copy of Personal Particulars Form (pdf format) duly filled and signed. The Personal Particulars Form (PPF) is available at SETS homepage <https://setsindia.in/careers>
  - ii) Scanned copies of academic certificates, experience certificates and other relevant documents (PDF document)
2. The last date for uploading applications is 22.12.2025 before 6 PM.
3. Shortlisted candidates would be required to attend Interview at SETS, Chennai. The date and time for this would be intimated to shortlisted candidates by E-mail.

### Terms and Conditions:

1. The shortlisted candidates would be required to bring all their original testimonials for verification on the interview day.
2. No TA/DA will be given to candidates appearing for interview.
3. The prescribed qualifications are minimum and mere possession of the same does not entitle the candidate to be called for the interview. The decision of the Executive Director of SETS in all matters relating to eligibility, acceptance or rejection of the applications, cancellation of advertisement and filling up or not filling up of post will be final and no inquiry or correspondence will be entertained in this matter.

**Executive Director**