

SOCIETY FOR APPLIED MICROWAVE ELECTRONICS ENGINEERING AND RESEARCH

IIT Campus, Hill Side, Powai, Mumbai-400076

Advertisement No. 03/2026

Society for Applied Microwave Electronics Engineering & Research (SAMEER) is a premier RF & Microwave R&D Laboratory under the aegis of the Ministry of Electronics and Information Technology (MeitY), Government of India. It has 5 Centres all over the country and undertakes state of the art design and development projects in advanced/next generation technologies and also provides electromagnetic compliances and consultancy services for the industry. SAMEER provides the right environment for budding engineering and science graduates to gain hands-on experience with latest technology, instrumentation and softwares. It gives opportunities to meet and interact with eminent scientists and academia which is a great starting point to further one's professional and academic goals.

SAMEER intends to engage suitable retired Scientific /Technical Officers (Civil Engineering) and Non Scientific & Technical Officers (Administration and Purchase Section) as Consultants at Mumbai/Nav Mumbai for its various projects on a consolidated remuneration. The engagement of Consultants will be on a contractual basis. Initially, the contract shall be for a period of one year, which may be extended subject to the age of the selected officer not exceeding 64 years.

1.	Name of the Post	Consultant (Civil)
2.	No. of Post	01
3.	Period of engagement	01 year
4.	Job Location	SAMEER, IIT Campus, Powai, Mumbai-400076
5.	Eligibility Criterion	• The candidate must have a minimum 20 years of relevant experience in civil engineering, project planning, execution and supervision including supervision/handling of electrical, HVAC and plumbing and other allied civil works. • Should have retired from Government/Semi-Government/ Public Sector Undertakings/Autonomous bodies not below the post carrying Pay Matrix Level - 10/11 in Pay Matrix on regular basis or above. • Experience in handling housekeeping, gardening and allied services is desirable.
6.	Age Eligibility	Not exceeding 64 years as on closing date.

7.	Scope of work	• Assist in the preparation, vetting and processing of tenders, contracts and agreements related to civil works. • Liaise with CPWD, contractors, vendors and suppliers to ensure timely and efficient execution of civil projects. • Monitor compliance with contractual obligations and resolve technical issues arising during project execution. • Maintain comprehensive records of projects, contracts and associated documentation. • Plan, coordinate, and supervise civil engineering works for various projects including preparing detailed project plans, cost estimates and timelines. • Monitor the progress of ongoing civil works to ensure adherence to approved plans, standards and safety norms. • Provide technical advice on the construction, renovation and maintenance of buildings, offices and other infrastructure. • Ensure compliance with civil engineering standards, quality control procedures, safety regulations, building codes, and statutory requirements. • Prepare and submit reports to authorities, including project status reports, audit records and other relevant documentation. • Assist SAMEER authorities in infrastructure planning, resource allocation and project prioritization. • Perform any other civil engineering-related tasks as assigned by SAMEER authorities.
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1.	Name of the Post	Consultant (Administration/Purchase)
2.	No. of Post	01
3.	Period of engagement	01 year
4.	Job Location	SAMEER, IIT Campus, Powai, Mumbai-400076
5.	Eligibility Criterion	The candidate must have a minimum 10 years of relevant experience in matters related to Personnel & Administration, Purchase & Stores and should have retired from Government/ Semi-Government/ Public Sector Undertakings/Autonomous bodies in the rank of Accounts/Purchase officer or equivalent or above. i.e. not below the post carrying Pay Matrix Level 10/11 on a regular basis or above.
6.	Age Eligibility	Not exceeding 64 years as on closing date.
7.	Scope of work	<u>Administration-</u> • Assisting in day-to-day administrative operations of the Institute. • Handling matters related to the Finance Committee, Executive Committee, Board of Governors (BOG) and Governing Council.

		• Preparation, vetting and maintenance of records, reports and official documents. • Handling Right to Information (RTI) matters in accordance with the RTI Act. • Coordinating and assisting in vigilance and audit matters, including audit paras. • Assisting in the management and proceedings of legal cases pertaining to the SAMEER office. • Drafting agenda, notes and proposals for Committee meetings, as required. • Assisting in preparation of affidavits and vetting of agreements, MoUs and contracts. • Proficiency in MS Office/e-Office for documentation, reporting and correspondence. • Performing any other related task assigned by SAMEER authorities from time to time. <u>Purchase-</u> • Handling procurement and purchase activities for various projects of SAMEER. • Preparing, drafting and processing purchase proposals, tenders, contracts and agreements. • Ensuring timely execution of procurement activities in compliance with government norms. • Liaising with vendors and suppliers for supply of goods and services. • Resolving procurement-related issues in coordination with relevant stakeholders. • Maintaining proper records and documentation for all purchase and procurement activities. • Ensuring compliance with Government of India procurement rules, policies and audit requirements. • Assisting in budgeting, cost estimation and expenditure tracking for procurement activities. • Supporting the preparation of purchase-related reports for internal and statutory audit purposes. • Performing any other related task assigned by SAMEER authorities from time to time.
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1.	Name of the Post	Consultant (Finance & Accounts)
2.	No. of Post	01
3.	Period of engagement	01 year
4.	Job Location	SAMEER, IIT Campus, Powai, Mumbai-400076
5.	Eligibility Criterion	• The candidate must have a minimum 10 years of relevant

		experience in matters related to Finance & Accounts and should have retired from Government/ Semi-Government/ Public Sector Undertakings/Autonomous bodies in the rank of Accounts/Purchase officer or equivalent or above. i.e. not below the post carrying Pay Matrix Level 10/11 on regular basis or above.
6.	Age Eligibility	Not exceeding 64 years as on closing date.
7.	Scope of work	• Possess working knowledge of Tally / ERP-based accounting systems and familiarity with MS Office (Word, Excel, PowerPoint) • Provide assistance in matters relating to Accounts, Budget, PFMS, NPS, Audit Paras assist in preparation and maintenance of monthly, quarterly and yearly statements of accounts and other finance and accounts-related work as may be assigned from time to time. • Assist in preparation of Budget Estimates (BE), Revised Estimates (RE) and Demand for Grants, monitoring budget utilization, fund releases and expenditure against approved budgets to help prevent excess or irregular expenditure. • Assist in scrutiny and processing of salary bills, TA/DA claims, vendor and contractor bills, works bills and Grants-in-Aid, preparation and submission of Utilization Certificates (UCs) and Statements of Expenditure (SoE). • Assist in ensuring compliance with General Financial Rules (GFR), 2017, Fundamental Rules & Supplementary Rules (FR & SR), Delegation of Financial Powers Rules (DFPR) and applicable departmental instructions, handling procurement cases, including GeM, tendering and e-procurement, in accordance with applicable rules and guidelines. • Assist in financial vetting of procurement proposals, including cost analysis, rate reasonableness and preparation of comparative statements, provide support in Tender Evaluation Committees with respect to financial aspects, as required. • Assist in vetting of financial proposals, Memorandum of Understanding (MoUs), contracts and agreements. • Assist in CAG/Internal Audit, including preparation of replies to Audit Paras and follow-up on audit observations and compliance reports and preparation of financial MIS reports. • Assist in data entry, reconciliation and reporting in systems such as PFMS, e-Office, IFMS or any other system prescribed by the Government. Maintain proper financial records, files and documentation, provide financial inputs for new schemes, projects and proposals. • Assist in matters related to the Finance Committee, provide

		support in policy formulation from a financial perspective and assist senior officers in finance and accounts–related matters, as assigned.
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Other Conditions

1.	Remuneration:	As per Ministry of Finance OM F.No.3-25/2020-E.IIIA dated 9/12/2020 as amended from time to time for those retired with old Pension scheme. OR As per Ministry of Finance OM F.No.3-25/2020-E.IIIA [Pt] dated 18.10.2023 as amended from time to time for those retired with NPS. Other Term & Conditions • The remuneration shall remain fixed during the tenure of consultancy. • Fixed amount of Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable at the time of retirement excluding DA. • No Dearness Allowance shall be payable. • No HRA shall be payable. • No Accommodation will be provided.
2.	Leave:	1.5 days of paid leave for every completed month of engagement.
3.	Working Hours:	• Normal office timings from 9.00 AM to 5.30 PM • May also have to devote more time than usual to meet the exigencies of work, if required.
4.	Terms of Engagement:	The engagement will be purely on temporary basis and continuation will be dependent on their work performance. Subject to the OM F.No.3-25/2020-E.IIIA dated 9/12/2020 & OM F.No.3-25/2020-E.IIIA [Pt] dated 18.10.2023 as amended from time to time issued by the Ministry of Finance
5.	How to apply:	The applications in the prescribed format (complete in all respects) and the requisite documents i.e. copy of PPO, Last Pay Certificate & Bank Details, Aadhaar Card & PAN Card to be sent to the following address by post: The Registrar, Society for Applied Microwave Electronics Engineering and Research, IIT Campus, Hill Side, Powai, Mumbai-400076 OR by email on recruitments@sameer.ac.in

6	Conditions	• The vacancy notified is tentative and likely to be increased based on the expertise of the candidates suiting the requirements of SAMEER. • SAMEER reserves the right to cancel or modify the advertisement without assigning any reason
7.	Last date for receipt of application (closing date).	02.04.2026.

General Terms and conditions

The terms and conditions of engagement of the Consultants will be according to the following SAMEER guidelines:

- Retired officers who have excellent service record and are physically fit shall be eligible for contractual appointment, under the said scheme.
- The age of the applicant should not exceed 64 years, as on closing date.
- 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 service.
- The period of the contractual appointment shall not be counted as SAMEER service for the purpose of pension or any other retirement benefits.
- The contractual appointment shall not be considered as a case of re-employment.
- 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.
- Initially the appointment will be for a period of one year and may be extended, keeping in view the performance and requirement of SAMEER. 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.

- 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/her entitlement for pension or other benefits.
- Headquarters of each contract employee shall be decided at the time to 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.
- The Contractual staff shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone and Medical Reimbursement.
- 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.
- 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.
- 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 action/inactions.
- The services of a contractual employee shall be terminated, at any point of time, if
 - i. The service 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.

- 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.

- 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/her contractual appointment under the said scheme, he/she will be allowed to retain the same till the completion of his/her tenure, at the discretion of SAMEER.

Dated: 13.03.2026

sd/-
REGISTRAR

Society for Applied Microwave Electronics Engineering and Research
Hill Side, IIT Campus, Powai, Mumbai - 400076

PROFORMA OF THE APPLICATION

(TO BE FILLED IN CAPITAL LETTERS ONLY)

Affix Recent
Passport
Size
Photograph

Post Applied: _____

Advt. No. _____

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) Gender _____ b) Marital Status _____

5. Nationality _____

6. Reservation Category _____ a) Religion _____

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

8. Address for correspondence (with PIN Code) _____

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 Xth standard onwards):-

** Exam passed	University/ Institution/ Board	Date/Year of passing	Subjects (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 _____ & Pay Level _____.

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 services.

16. Any other relevant information you may wish to add

Declaration

I declare that the foregoing information is correct and completed 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 3,6,10 & 11 should be enclosed)

**Undertaking for engagement as Consultant in Society for Applied Microwave Electronics
Engineering and Research (SAMEER)**

To,

The Registrar,
SAMEER,
IIT Campus, Powai,
Mumbai, Pincode:400076.

Subject: Agreement for engagement as Consultant (Retired) in SAMEER

Sir,

I, (name), hereby accept all the terms & conditions as mentioned in SAMEER's advertisement issued vide No. dated inviting applications for engagement as consultant in SAMEER.

2. I do swear that I will be faithful and bear true allegiance to the Commission and to the Constitution of India and will uphold the sovereignty and integrity of India and will do my duties with full loyalty, faithfulness and impartially.

3. I do swear that I will not disclose, communicate to any unauthorized party/person any information that I may gather or access during the course of performing duties as consultant in SAMEER. I shall not remove/take away any document from the SAMEER without authorization from the competent authority.

Yours faithfully,

Signature: _____

Name: _____

Place: _____

Date: _____