



Strategy and Synergy for Security

Society for Electronic Transactions and Security (SETS)
MGR Knowledge City, CIT Campus, Taramani, Chennai - 600 113

WALK IN INTERVIEW

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

Date & Time: 31-01-2025 & 10:00 AM

Eligible Candidates are invited to appear for walk-in-interview for the following Temporary Engagement:

1. **Admin Assistant** - 2 Nos.
2. **Accounts Assistant** - 1 No.

The engagement will be done through outsourcing agency.

Name of the post	Admin Assistant
Essential qualification	Bachelor's Degree (Non-Engineering) with at least 2-4 years' experience in HR / Admin related works
Desirable Qualification/ Experience	<ul style="list-style-type: none">● MBA in relevant area from reputed institutions● Previous experience in an HR or administrative role is preferred.● Knowledge of HR processes and best practices.● Excellent communication and interpersonal abilities.● Proficiency in MS Office (Word, Excel, PowerPoint).● Well-versed / Handling of HRMS related Software● Maintain and organize HR-related documentation and records
Age limit	Not exceeding 35 years
Emoluments	Rs. 20000 - 30000/- per month
Duration	For period of one year which may be extended as per the requirement of the Institute.

Name of the post	Accounts Assistant
Essential qualification	B.Com Graduate with at least two years' experience in accounts related works and Excel & Tally Software Knowledge
Desirable Qualification	<ul style="list-style-type: none">● M.Com or MBA in area of Finance & Accounts from reputed institutions● 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.
Age limit	Not exceeding 35 years
Emoluments	Rs. 20000 - 30000/- per month
Duration	For period of one year which may be extended as per the requirement of the Institute.

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.