

**CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)***Under Scientific Society, Ministry of Electronics and Information Technology (MeitY), Govt. of India)*

Panchawati, Off. Pashan Road, Pune – 411 008.

Phone: +91-20-25898390, 25898141 Fax: +91-20-25898180 Website: www.cmet.gov.in

Advt. No. : PN/ADM/RST/021/2020**Recruitment of temporary position of Administrative Assistant / Project Clerk (1 No.)**

C-MET invites eligible and highly motivated candidates for filling up the following temporary and time bound position under MeitY, New Delhi sponsored Project entitled “Centre for Excellence on Additive Manufacturing (CoEAM) Vertical-A” (PN/SP/085A) at C-MET, Pune. The position is purely temporary till the Project closure i.e.17/08/2023 or co-terminus with the project whichever is earlier.

Sl. No.	Name of the Position	No. of Positions	Educational Qualifications	Emoluments
1.	Administrative Assistant / Project Clerk Under project PN/SP/085A.	01 No.	Any graduate with good computer knowledge and MS office tools, well versed with Administrative, Purchase rules and procedures including GeM procurement and Accounts, etc. Persons having work experience of minimum 2 years. Personal served in Govt. PSU/Autonomous Bodies/Statutory Bodies, State government will be preferred.	Rs.20,000/-per month (Consolidated)

**TERMS & CONDITIONS:**

1. Registration for Walk-in-Interview: Between 09.00 Hrs. to 10.00 Hrs on 06/10/2022.
2. Age: Not exceeding 35 years, as on **06/10/2022**. Age relaxation as per GOI norms.
3. Nature of Position: The engagement to the above position is purely temporary and time bound as mentioned above.
4. Leave and Medical facilities will be as per C-MET's rule for temporary staff.
5. **Application Fee: Rs.50/- online to Centre For Materials For Electronics Technology, Pune**  
**Bank Name: Punjab National Bank, Account No; 0495000100063589, IFSC Code: PUNB0049500, Account Type: Saving, Branch: Pashan Pune and receipt of the same must be attached with the application form. Demand Draft in favour of CMET Pune is also acceptable. No application fee for SC/ST and Woman Candidates.** Application received without application fee will not be considered and fee once paid will not be refunded under any circumstances. (Indian Postal Order is not accepted)

6. Interested candidates may appear for walk-in-interview on **06/10/2022** at **9:30 a.m.** onwards before the selection committee with the original certificates along with the filled application in the prescribed format available on website.
7. Depending upon the no. of candidates, the selection interviews can may get extended for the next day i.e. on 07/10/2022 for the candidates registered on 06/10/2022 only.
8. No TA/DA will be paid for attending the interview.
9. The selected candidates shall not have any legal right to claim his/her regularization/appointment by absorption or otherwise against any regular post or any further contractual engagement on termination of the scheme/project.
10. Only Indian Nationals need to apply. Appointment of selected candidates is subject to his / her being declared medically fit as per the requirement of C-MET. C-MET reserves the right to cancel / terminate the candidature at any point of time during the engagement process, if any wrong declaration, misrepresentation or concealment is detected.

**Sd/-**  
**In-charge Administration**

**(See application format below)**