



CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)

(Scientific Society, Ministry of Electronics and Information Technology (MeitY), Govt. of India)

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Advt. No. : PN/ADM/RST/021/2020

Recruitment of Administrative Consultant (1 No.)

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

Sl. No.	Name of the Position	No. of Positions	Educational Qualifications	Emoluments
1	Administrative Consultant	01 No.	1) Person should be well versed with Administrative, Purchase rules and procedures including GeM procurement and Accounts, etc. Persons served in Govt/PSU/Autonomous Bodies/Statutory Bodies, state Govt., having experience in said area of around 10-12 years will be preferred. 2) Candidate must be well versed with MS Office software.	Rs. 40,000/- per month. (Consolidated)

TERMS & CONDITIONS:

1. Age: Not extending 50 years as on **22/11/2021**. Age relaxation for various categories as per GOI norms. Relaxation of age depends upon experience and physical condition of health.
2. Nature of Position: Selected candidate shall not claim for regular appointment in this Laboratory as the Project post is temporary co-terminus with said project.
3. Application Fee: Rs. 50/- (Rupees Fifty only) 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. 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 or Demand Draft are not accepted**).
4. To apply, fill the following the Google Form application
Link: <https://docs.google.com/forms/d/e/1FAIpQLSewXC-MvNGv9NkJDq4limrnyJjJRWeZCCMDxJbO5W4yLoMew/viewform?vc=0&c=0&w=1&flr=0>
5. If the number of applications received in response to advertisement is large, the constituted selection committee may restrict the number of candidates to be called for interview to a

reasonable limit of desirable qualification and /or on the record of academic performance and/or any other benchmark decided by a committee constituted to screen the applications. No communication will be entertained with candidates who are not called for Interview.

6. C-MET reserves the right to call only those candidates who according to its decision, rank high in terms of eligibility criteria among the applications received and mere possessing requisite qualifications will not entitle any candidate for being called for interview.
7. Only the short-listed candidates will be called for the online interview on suitable platform and will be informed by e-mail about online platform, date and time of the interview. No TA/DA will be paid for attending the interview.
8. Leave and Medical facilities will be as per C-MET's rule.
9. The Google Doc Application Form along with the scanned copy of relevant documents and details of paid Application Fee of Rs. 50/- (No fee for woman and SC/ST category candidates) should be filled and uploaded on or before 22.11.2021.
10. Canvassing in any form will be a disqualification.
11. Only Indian Nationals shall apply.
12. Appointment of selected candidates will be subject to the conditions mentioned in the offer of the appointment.
13. Selected candidates will have to join duty immediately on receipt of the offer.

**Sd/-
Administrative Officer (A)**

(See application format below)