



**CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)**  
(Scientific Society, Ministry of Electronics and Information Technology (MeitY), Govt. of India)  
Survey.No. 34/2B. Panchwati, Dr. Homi Bhabha Road, NCL (P.O.) Pune 411008  
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**ADVERTISEMENT**

**Consultant (Administration) (Pune Laboratory)**  
**Consultant (Administration) (Headquarters)**

Centre for Materials for Electronics Technology (CMET) is an autonomous scientific society under Ministry of Electronics and Information Technology (MeitY), Government of India, dedicated to the furtherance of competent research and development in Electronics Materials.

C-MET invites applications from Indian nationals possessing excellent academic record and relevant work experience to engage two positions on contract basis as per following details.

- (I) `Consultant' (Administration) (Pune Laboratory)  
The assignment shall be purely on contract basis for a period of one year but extendable for a further period depending on work requirement or till the vacancy is filled up on regular basis whichever is earlier.
- (II) `Consultant' (Administration) (Headquarters)  
The assignment shall be initially for a period of one year but extendable for a further period depending on work requirement.

Experienced retired officials who have worked in the PML-10 (56100-177500) or equivalent in Govt/PSU/Autonomous Bodies/Statutory Bodies may apply. The remuneration will be Rs. 40,000/- (Forty Thousand only) per month (consolidated). The age of the official should not be more than 62 years as on 13.06.2020. (Relaxable upto 63 years for deserving candidates).

**Venue, Date & Time of Interview**

The candidates desirous of applying should submit their application, in the attached format by e-mail at [consultantcmetpadmn2020@gmail.com](mailto:consultantcmetpadmn2020@gmail.com) or by Speed post to Registrar, C-MET, Panchwati, Off Pashan Road, Pune - 411 008 latest 26.06.2020. Only shortlisted candidates will be intimated about date of interview through e-mail. No TA/DA will be paid for attending interview at C-MET, Pune

SD/-  
Registrar

**TERMS OF REFERENCE FOR Application from Individuals for**

**Consultant (Administration) (Pune Laboratory)**  
**Consultant (Administration) (Headquarters)**

C-MET invites applications from Indian nationals possessing excellent academic record and relevant work experience to engage as Consultant (Administration) on contract basis.

**Scope of Work/ Job Responsibility:**

A brief scope of work/job responsibility expected from the Professional Consultant (Administration) shall be as per Annexure-I. This is not exhaustive. Director General/Registrar at Headquarters and Director at Pune laboratory may entrust work as may be required at that point of time in the interest of society.

**Eligibility Criteria:**

The Consultants proposed for engagement should be well acquainted with functioning of Autonomous Societies and who have retired from the post of Administrative Officer (PML-10 or equivalent or higher) from Central Govt/Ministries/Department/R&D/Academic institution/PSU/Autonomous Bodies/Statutory Bodies.

**Age Limit:**

Candidate should not be more than 62 years of age as on 13.06.2020. (Relaxable upto 63 years for deserving candidates).

**Type of engagement.**

The Appointment will be purely on contract basis.

**Accommodation:**

The Consultant needs to have own accommodation facility in Pune. Neither accommodation nor House Rent Allowance will be provided by C-MET as the remuneration is all inclusive.

**Contract period:**

The selected candidates should be prepared to join within 2 weeks (15 days) of offer of appointment.

**(III) `Consultant' (Administration) (Pune Laboratory)**

The assignment shall be purely on contract basis for a period of one year but extendable for a further period depending on work requirement or till the vacancy is filled up on regular basis whichever is earlier.

**(IV) `Consultant' (Administration) (Headquarters)**

The assignment shall be initially for a period of one year but extendable for a further period depending on work requirement.

In both the cases, extension will be subject to review of performance by a Committee constituted by DG at Headquarters and Director at laboratory

**Terms of Payment :**

A consolidated amount of Rs. 40,000/- p.m. (Forty thousand only) shall be paid as remuneration on submission of work done report. No other allowances shall be paid.

**Tax Deduction at Source:**

The income tax or any other taxes liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the C-MET will issue TDS Certificate.

**No Extra Charge:**

The monthly remuneration approved by C-MET in the contract will be inclusive of the cost of consultant's travel, lodging and boarding, conveyance and all incidental expenses, professional fees etc. No separate charges will be payable by C-MET on any such account. However, in case the Consultant is required to travel outside Pune in the context of the Work assignment, C-MET shall reimburse the actual cost as per the rules/regulations of the Central Government/ C-MET.

C-MET reserves the rights, as follows:

To decide to cancel this advertisement and not to proceed in the matter, at any stage and accept or reject any or all applications, without giving any explanation whatsoever. If the number of eligible candidates turned up for interview is less than 3(three), it will be at discretion of the Competent Authority to go ahead and interview the eligible candidates reported/appeared before the Selection Committee or postpone for another date. The decision of Competent Authority/ C-MET, in this regard i.e. holding interview, selection and/or engagement shall be final and binding.

Termination of Agreement: C-MET may terminate the contract to which these terms apply if :

- The Consultant is unable to complete the assigned work.
- Quality of the assigned works is not to the satisfaction of C-MET.
- The Consultant fails in timely achievement of the milestone as finally decided by the C-MET.
- The Consultant is found lacking in honesty and integrity.

C-MET reserves the right to terminate the contract by giving 15 days notice to the consultant.

Terminations shall be effected by written notice served on the Consultant and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party/s rights accrued before termination.

### **Basis of Evaluation :**

The scrutiny of applications will be carried out on the basis of relevant experience in analogous post.

### **GENERAL TERMS AND CONDITIONS**

- If the documents submitted by the candidate is found incorrect/false, the candidature will stand cancelled. If any of above shortcomings are detected after appointment, his/her services are liable to be terminated. C-MET reserves the right to reject the candidature at any stage and the decision of C-MET will be final.
- No TA / DA will be paid for attending the interview.
- C-MET reserves the right to raise/modify the eligibility criteria of the minimum educational qualification and/or minimum work experience.
- Consultants will be entitled to one day leave for every completed month of service, which can be availed or at any time during the period of the contract.
- ~~Consultant will be entitled to one day leave for every completed month of service, which~~
- C-MET reserves the right to revise the terms & conditions during the tenure of the contract.
- Consultant will neither be entitled to the benefits of Provident Fund Scheme nor Gratuity on conclusion of the contract.
- The contractual engagement will not confer any right or entitlement for claiming absorption against any regular post in C-MET.
- Working hours of C-MET is 9.00 AM to 5.30 PM. Consultant is expected to put in minimum 42.5 Hours of work per week. (including lunch break of 30 min)
- **Candidates shall apply in prescribed format by e-mail at [consultantcmetpadmn2020@gmail.com](mailto:consultantcmetpadmn2020@gmail.com) or by Speed post to Registrar, C-MET, Panchwati, Off Pashan Road, Pune – 411 008. Last date for receipt of duly filled application is 1730 hrs on 26.06.2020.**
- Late applications due to postal delays or otherwise shall not be considered.

**Job Description**

**Consultant (Administration), C-MET, Pune**

- To support administration on Personnel, Administrative, Stores. General Administration Purchase under the supervision of the Director, Administrative Officer, C-MET, Pune
- To assist Director on correspondence relating to the Headquarters, Ministry, preparation of agenda papers for the various meetings. Preparation of minutes and overall assistance in conducting the meetings.
- To assist Administrative Officer on upkeep of office and Pune laboratory premises and property of the laboratory.
- To assist Administrative Officer in overseeing activities of House-keeping Staff, Security, Gardeners, Contract staff etc.
- Any other work assigned by Director from time to time.

**Consultant (Administration) (Headquarters)**

- To assist Registrar on Personnel, Administrative, Purchase under the supervision of the Director General, C-MET,
- To assist Registrar on correspondence relating to the Headquarters.
- To supervise the administrative and miscellaneous support staff of the Headquarters reporting to Registrar.
- To assist in preparation of agenda papers for the Governing Council and Executive Committee Meetings, Formulation of minutes and overall assistance in conducting the meetings.
- To assist in conducting promotions of Technical & Non-Technical staff of C-MET,
- To assist in conducting review of revised policy manual.
- To co-ordinate with Administrative Ministry on pending matters.
- To assist in recruitment of Scientific & Administrative staff in C-MET.
- Any other work assigned by Director from time to time.