



CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY  
(Scientific society under Ministry of Electronics and Information Technology,  
Govt. of India) Panchwati, Off. Pashan Road, Pune – 411 008.

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

Applications are invited for the following posts purely on Temporary Basis to work on the project entitled 'Centre of Excellence on Additive Manufacturing (CoEAM)' sanctioned by MeitY to this organisation. Currently the tenure of the COEAM is up to 17.08.2023

**1. Project Clerk/Administrative Assistant (2 No.): 02 No (Two No), Open to all**

**Desirable:** Any graduate with first class, having good computer knowledge and MS office tools, well versed with Administrative, purchase rules and procedures including GeM procurement and Accounts, etc. Person having experience of minimum 2 years. Persons served in Govt/PSU/Autonomous Bodies/Statutory Bodies, state Govt will be preferred. For one post, preference will be given to candidate with science graduation having above mentioned experience.

**Age Limit:** The age of the candidate should not be more than 35 years (Relaxation of age depends upon experience and physical condition of health) on the date of Closing date of the advertisement. Age relaxation for various categories as per GOI norms.

**Emoluments:** The remuneration will be Rs. 20,000/- (Twenty Thousand only) per month (consolidated).

**Other Information: -**

1. To apply, fill the following the Google Form application Link :  
[https://docs.google.com/forms/d/e/1FAIpQLSd6Zt648Yssez1EbcDG2VBxBRBqQn9NMk0S-kDO3nZ\\_NWRrUw/viewform?vc=0&c=0&w=1&flr=0](https://docs.google.com/forms/d/e/1FAIpQLSd6Zt648Yssez1EbcDG2VBxBRBqQn9NMk0S-kDO3nZ_NWRrUw/viewform?vc=0&c=0&w=1&flr=0)
2. 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.
3. 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. Only short-listed candidates will be called for the online interview (via E-mail). Mode of the interview will also be communicated via email.
4. Preference will be given to those candidates having exposure in area of sponsored Project specified above.
5. Leave and Medical facilities will be as per C-MET's rule.
6. Selected candidate(s) shall not claim for regular appointment(s) in this Laboratory as the Project posts are co-terminus with said project.
7. **Application Fee:** Rs.50/- to be paid 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).
8. The Google Doc Application Form along with the scanned copy of relevant documents and details of Application Fee of Rs. 50/- (Rupees Fifty only) as (No fee for woman and SC/ST category candidates) should be filled and uploaded on or before **14.01.2022**.
9. Only the short-listed candidates will be called for the online interview on suitable platform from 10.00 a.m. onwards on **19.01.2022**. The scrutinized candidates will be informed by e-

mail for the interview. No TA/DA will be paid for attending the interview.

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)