

**CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)**

(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 Web: www.cmet.gov.in

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:

- 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.
- 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.
- 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**).
- 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>
- 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)

APPLICATION FORMAT

Affix Latest
Passport Size
Photograph
Duly Signed

1. Notification No. : PN/ADM/RST/021/2020
2. Application for the position (Administrative Consultant) :
3. Name of the Candidate (in Capital letters) :
4. Mother's Name :
5. Father's Name/Husband's Name :
6. Date of Birth & Age as on 22/11/2021 :
7. Whether belong to SC/ST/OBC/PWD :
8. Nationality :
9. Address
(a) Permanent : _____

(b) For communication : _____

10. Telephone & **Mobile No** if any :
11. **Email id**, if any :

12. Educational qualifications (SSC onwards)

S. No	Name of the Exam passed	Name of the Institution/Board/ University	Month and year of passing	Subject	Marks /Grade Secured / Percentage
1					
2					
3					
4					
5					
6					

13. Have you passed NET/CSIR-UGC Joint exam/GATE?

(If 'yes' please indicate)

i) Name of the exam passed :

ii) Date of exam passed :

iii) NET/CSIR-UGC Joint exam/GATE :

Qualified certificate No.

14. Details of Experience; if any (particulars of all previous and present employment) (starting with the most recent)

Name of the Organization / Institute	Post Held	Duration		Emoluments	Detailed nature of the work
		From	To		

15. Details of Doctoral/Post-Doctoral work or experience after Graduation/Post Graduation and papers published /Awards/Recognition etc.

16. Application fee payment details:

Bank Name:

Transaction details:

Date of transaction:

17. References (two references) **(Must be indicated clearly)**

1. _____ 2. _____

Mobile No.:

E-mail id:

Mobile No.:

E-mail id:

18. Any other information:

DECLARATION

I affirm that the information given in this application is true and correct. I also fully understand that at any stage it is discovered that an attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may summarily be rejected or my employment terminated.

Date:

Signature of the Candidate