

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

(Autonomous Scientific Society, Under Ministry of Electronics and IT (MeitY), Govt. of India)
HQrs : Sy.No. 34/2B. Panchwati, Dr. Homi Bhabha Road, NCL (P.O.), Pune - 411 008 (Mah.)
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Website: <http://www.cmet.gov.in>

Advertisement No. 2/2017

C-MET invites applications from Indian nationals possessing excellent academic record and relevant work experience for the following posts in its Pune, Hyderabad and Thrissur laboratory on Direct Recruitment/Transfer (Absorption):-

Sl. No.	Name of post, pay band & grade pay	No of posts	Category	Max age	
				DR	*
1	Finance Officer PB-3:Rs.15600-39100, GP:5400	3#	UR	35	56

Note: DR = Direct Recruitment; *Transfer (Absorption)
including one anticipated vacancy

For application format & other details, please visit our website

Last date for receipt of applications:

05TH June, 2017 and for specific regions 20th June 2017.

Sd/-
Registrar (A)

ESSENTIAL/DESIRABLE EDUCATIONAL QUALIFICATION AND EXPERIENCE

1. Finance Officer (Pune, Hyderabad & Thrissur): 3 Posts (UR)

For Direct Recruitment:

Essential:

- (i) MBA (Finance)/ PG DM (Finance)/ MMS(Finance)/M.Com from recognized University/ Institution / SAS (IAAD/ICAD with 3 years experience **OR** Graduate in Commerce from recognized university with 6 years experience.
- (ii) The experience should be in a supervisory capacity in the field of Accounts/ Finance/ Budgeting Audits in a Government Office / PSU/ Autonomous Bodies/ Statutory Bodies/Industry or Commercial organization of repute.

Desirable:

- (i) Exposure to Taxation matters
- (ii) Should have worked in electronic accounting packages

For Transfer (Absorption):

Officers of the Central/ State Government/ PSUs/ Autonomous Bodies:

- (i) Holding analogous post on regular basis OR with at least 5 years service in the grade rendered after appointment thereto on a regular basis in posts in PB-2 with Grade Pay of Rs.4600/-.
- (ii) Possessing the qualifications and experience as prescribed for Direct Recruitment at 1(i)&(ii) above.

General Instructions/Information:

1. All the above posts are as per the Central Government pay scales as extended to C-MET and carry allowances like House Rent Allowance, Transport Allowance and Children's Educational Allowance. These posts are governed by National Pension Scheme (NPS) of Govt. of India and will be eligible for other benefits like Medical, LTC etc., as per the organization norms and various government orders issued by GOI from time to time.

2. Upper age limit is relaxable for SC/ST/OBC (Non Creamy Layer)/ Ex- serviceman and Persons with disabilities as per orders of Govt. of India issued from time to time. **Age limit will be applicable as on closing date; 05TH June, 2017.** The candidates those claim age relaxation as SC/ST/OBC

shall be considered only against the posts those reserved for the respective category. A candidate who claims to belong to SC/ST or to any one of the Other Backward Classes (OBC)[Non creamy layer] has to submit in support of his/her claim a self-attested copy of a certificate in the prescribed form issued by the competent authority specified by the Central Government. OBC (NC) certificate issued should be within one year of the closing date of advertisement.

3. Relaxation in upper age limit up to 5 years is allowed for those working in Government of India/Autonomous Bodies /PSUs etc. Employees of MeitY/Societies under MeitY/ C-MET the maximum age will be 56 years. In exceptional cases the Appointing Authority shall have powers to relax the age with reasons to be recorded in writing.

4. Persons with disabilities may apply against all the above posts and will be considered along with other candidates, if otherwise found eligible (fulfill the qualification and experience).

5. The application must be submitted along with Demand draft for Rs.250/- shall be drawn in favour of **"C-MET" Payable at Pune.** Application fee is non-refundable under any circumstance. Candidates belonging to SC/ST category and other notified categories by Govt. of India, should be Rs. 125/-. Payment through net banking can also be done. The details are given below.

BANK NAME	PUNJAB NATIONAL BANK
BRANCH	PASHAN
ADDRESS	GOL MARKET, PASHAN , PUNE
CITY	PUNE
STATE	MAHARASHTRA
PIN CODE	411 021.
ACCOUNT NO.	0495000100063589
ACCOUNT TYPE	SAVINGS
IFS CODE	PUNB 0049500
MICR CODE	411024008

6. Those employed in Govt. Department/ PSUs/ Autonomous Bodies should send their application through proper channel.

7. Self-attested copies of certificates/testimonials should be enclosed along with the application. Diploma/Degree shall be from recognized Institution/University.

8. The applications or advance copies of applications received after closing date or without enclosures/required application fee/net banking transaction code with date or incomplete applications will be summarily rejected. C-MET cannot take any responsibility for transit, postal and other delays.
9. C-MET reserves the right to Revise / Reschedule / Cancel /Suspend/ Postpone/Withdraw recruitment process in respect of any one or more post(s) without assigning any reason. The decision of C-MET shall be final and no appeal shall be entertained.
10. Canvassing in any form and or/bringing in any influence political or otherwise will be treated as a disqualification for the post. No interim queries / correspondence will be entertained on the matter.
11. The job description and duties to be performed by the officials are attached.
12. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment processes, he/she will be disqualified and his/her candidature will be canceled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
13. Depending upon the number of applications, C-MET reserves the right to fix up the eligibility criteria, limit the number of applications to be called for Interview. Decision of C-MET is final and binding on all candidates.
14. The number of posts indicated may increase or decrease depending upon the requirement of the Organization.
15. All applicants must fulfill the minimum education qualifications (essential qualifications) required for the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying for the post. No enquiry asking for advice as to eligibility will be entertained.
16. The decision of the Director General, C-MET in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination/interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/her agency.
17. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Pune and courts/tribunals/forums at Pune only shall have sole and exclusive jurisdiction to try any such cause/dispute.

18. Before submitting application form, the candidates should carefully ensure his/her eligibility for the post applied for. No relevant column of the application form should be left blank; otherwise application form is liable to be rejected. Please use a separate sheet wherever required.

19. Applications which are not in conformity with the requirement indicated in the advertisement are liable to be rejected.

20. Only short-listed candidates will be called for interview. Mere fulfilling of requirement as laid down in the advertisement does not qualify a candidate to be called for interview. No correspondence in this regard shall be entertained.

21. Number of years of experience indicated for the post is after obtaining the specified qualification for the post.

22. TA is payable only to those eligible under Govt. of India guidelines (shortest route - sleeper class ticket by train will be reimbursed on production of copy of tickets).

23. At present the place of posting is as indicated in the advertisement. However, the persons selected can be transferred to anywhere in India.

24. The offer of appointment will be subject to verification of original certificates/testimonials at the time of interview and completion of other pre-appointment formalities otherwise the candidature shall be rejected.

25. The so appointed officers should undergo at least two weeks induction training and complete successfully probation clearance.

26. Amendments/Changes, if any, in the advertisement shall be published only on C-MET website.

Interested candidates may download application form from our website **www.cmet.gov.in** and send duly filled application in the prescribed format, superscribing the name of the post applied for, along with a non refundable application fee (Pl. see Sl. No. 5). The completed application form in all respects along with passport-size photograph, self-attested copies of certificates in support of age, qualification, caste & experience should be sent in a sealed envelope superscribing **"Application for the Post of**

**The Registrar,
Centre for Materials for Electronics Technology (C-MET),
34/2B, Panchwati,
Dr. Homi Bhabha Road,
NCL (P.O.)
Pune – 411 008 (Maharashtra)**

So as to reach on or before 05th June, 2017 and those residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman & Nicobar and Lakshadweep Island, the applications must reach on or before 20th June, 2017.

Sd/-
Registrar (A)

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Annexure

Job Description for "Finance Officer"

The incumbent should develop and improve the quality of financial and accounting functions and provide day to day operational support to the Director & Scientists of the lab with sound financial advice and MIS reports.

A. The Role :

1. Perform all functions as Drawing and Disbursing Officer.
2. Maintain and present accounting records and financial reports. Ensuring compliance on Tax matters, Society, Statutory, Government and Fiscal targets and deadlines.
3. Ensure Proper Licenses/Authorizations have been obtained for activities carried out by the lab with respect to financial matters and currency transfers.
4. Provide continuous support to the Laboratory for project management and control.
5. Coordinate with Auditors-Statutory, Internal and Government Audits, ensuring timely and smooth conduct of audit and prompt query resolutions.

B. Essential Skills & Personal Attributes:

1. Effective Communication Skills - both oral and written
2. Computer Skills including ability to operate computerized accounting and MS Office at a highly proficient level.
3. Cordial, Honest, Trustworthy and team player. Possess the right attitude to lead and guide the laboratory.

C.: Principal Responsibilities:

1. Administer and monitor the financial & accounting, payroll, staff and supplier claims efficiently.
2. Maintain the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all moneys payable and receivable.
3. Administer all employee files and records in order to ensure accurate payment of benefits and allowances.
4. Administer and generate the Periodical/Annual Reports and monitor the finances and accounts of the lab.
5. Manage lab funds effectively and deal with banking requirements of the lab.
6. Perform other related duties as required by the laboratory management.
