



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

*(A Scientific Society under Ministry of Electronics
and Information Technology, Govt. of India)*

EMPLOYMENT NOTIFICATION

Notification No. CMET/TH/ADM/01/17

C-MET invites applications from eligible candidates for the Post of **Office Clerk** for its laboratory at Thrissur.

No. of Posts : 1 (Gen)

Pay Martix Level(7th CPC): 2; Rs.19900-63200

Educational Qualifications and Experience:

Essential: Graduate with typing speed 35 W.P.M in English and having knowledge of computer operations.

Desirable : Knowledge of shorthand

Age Limit (as on 31.01.2018) : Not exceeding 27years

Application Fee : Rs.50/- DD in favour of C-MET payable at Thrissur ((**no fee for SC/ST, Persons with disabilities, Ex-Service men and women**)

Last date of receipt of application: **31.01.2018**

For more details and application form, interested applicants may visit our website www.cmet.gov.in.. Applications in the prescribed format with self attested copies of all relevant documents, recent passport size photograph and DD for fee, in an envelope super scribing "Application for the post of _____" may be addressed to the Administrative Officer, C-MET, Shornur Road, Athani, Mulankunnathu Kavu P.O, Thrissur – 680 581, so as reach **on or before last date.**



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

SHORNUR ROAD, ATHANI, MULANKUNNATHUKAVU P.O.,

THRISSUR -680581, KERALA, Tel : EPABX; 91-487-2201156-59(4 Lines)

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

EMPLOYMENT NOTIFICATION

Notification No. CMET/TH/ADM/01/17

Centre for Materials for Electronics Technology (C-MET), an autonomous Scientific Society under Ministry of Electronics and Information Technology (MeitY), Govt. of India invites applications from eligible candidates for the following post for its laboratory at Thrissur.

Sl. No.	Name of the Post	Nature of the Post	No. of Post	Period of Probation	Qualification	Age Limit	Pay Matrix Level (7 th CPC)
1.	Office Clerk (SA-III)	Regular (Temporary but likely to continue)	One	Two years	Essential : Graduate with typing speed 35 W.P.M in English and having knowledge of computer operation Desirable: Knowledge of shorthand	Not exceeding 27 years as on 31 st January, 2018	Level :2; Rs.19900-63200

TERMS & CONDITIONS

1. The pay scale of post is as per the Central Government Pay structure 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 C-MET norms and various government orders issued by GoI from time to time.
2. Persons with disabilities may apply against the above post and will be considered along with other candidates, if otherwise found eligible. The post is identified suitable for Physically Handicapped (OA,OL, BL)* Deaf and partially Deaf. **OA- One Arm, OL- One Leg, BL- Both Legs**

3. Those employed in Govt Deptt/ PSUs/ Autonomous Bodies should send their application through proper channel within the closing date, or produce NOC at the time of written test, otherwise will not be allowed to appear for the Written Test.
4. Age limit: The age limit is reckoned as on the last date for receipt of application; ie 31.01.2018 . The age relaxation is available as per Govt. of India Rules. Relaxation of age up to 5 years is available for Government/Central Autonomous Bodies/Central PSU employees. Maximum age limit for the employees of C-MET and societies under MeitY is 56 years. In exceptional cases, the Appointing Authority shall have powers to relax the age with reasons to be recorded in writing.
5. Application Fee : Rs.50/- by way of Demand Draft in favour of C-MET payable at Thrissur ((**no fee for SC/ST, Persons with disabilities and Woman candidates**)). Application fee is non-refundable.
6. Last date of receipt of application is 31st January, 2018.
7. Application shall be submitted in the Prescribed format. Applications not in the prescribed Format will not be considered.
8. Applications received after last date, incomplete or without the required documents/information or application fee will not be considered and summarily rejected. No correspondence in this respect will be entertained.
9. Self –attested copies of certificates/testimonials should be enclosed along with the application. Diploma/Degree shall be from a recognized Institution/University.
10. Candidates must ensure before applying the post 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 cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
11. Selection to the Post is purely on the basis of two recruitment processes of written test and skill test, which includes typing test, Computer knowledge test and if required, the shorthand test. The skill test will be purely on go-no go basis; ie. only for qualifying purpose and the marks obtained in the skill test will not be reckoned for the final selection. The final selection will be done amongst the qualifying candidates purely based on the marks obtained in the written test, in the order of merit. Syllabus and venue of the written test will be posted in our website subsequently and candidates are requested to check C-MET web site from time to time.
12. Mere fulfillment of the minimum prescribed qualification and experience will not vest any right on a candidate for being called for written test. If too many applicants are there, C-MET has full right to adopt any Screening criteria to get optimum number of candidates for Selection Test. The decision of the Centre in this regard will be final and binding on the candidates. No correspondence will be entertained.
13. The decision of Director, C-MET, Thrissur, in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination/skill test 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.

14. Travelling allowance: Candidates belong to SC/ST and handicapped Ex-Servicemen are eligible for II class /sleeper class rail fare at actuals on production of proof of travel.

15. Any Corrigendum/corrections/modifications to the notification, syllabus for written test, examination Centre, any other criteria for selection etc., will be notified only in C-MET web site. Candidates are advised to periodically visit C-MET web site.

16. Canvassing in any form and or bringing in any influence political or otherwise will be treated as a disqualification for the post. No interim enquiry will be entertained. The candidates attempting to give false information/suppressing facts will be disqualified and are liable for debarment and/or legal action.

17. C-MET reserves the right to Revise/Re-schedule/Cancel/Suspend/Postpone/Withdraw recruitment process without assigning any reason. The decision of C-MET shall be final and no appeal shall be entertained.

Interested applicants may apply in the prescribed format available on our website www.cmet.gov.in affixing one passport size photograph at proper place with Self attested copies of certificates/testimonials, age, caste, experience addressed to the Administrative Officer, C-MET, Shornur Road, Mulankunnathu Kavu, Athani P.O, Thrissur – 680 581, in an envelope super scribing as “Application for the post of _____” at the above mentioned address on or before 31/01/2018.

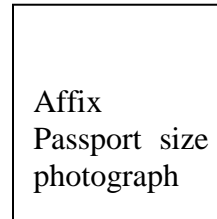
Sd/-
ADMINISTRATIVE OFFICER

APPLICATION FORMAT

APPLICATION FOR THE POST OF, IN C-MET, THRISSUR

PART-I

Notification No.CMET/TH/ADM/01/17



1. Name in full :
2. Father's name :
3. Sex : Male/Female
4. Nationality :
5. Date of Birth : Age: Y.....M..... D.....
(Proof of age shall be enclosed) (as on 31.01.2018)
6. Marital Status :
7. Whether belongs to SC/ST/OBC/ other category:
(Proof shall be enclosed)
8. Whether belongs to Person with disabilities :
(If so, nature of disability may be given and proof shall be enclosed)
9. Whether belongs to Ex-Service Men:
(Proof shall be enclosed)
10. Whether presently working in Government/ :
Semi-Government/ Public Sector Undertakings/
Autonomous/Corporate Bodies
(If yes, the application shall be sent through proper channel)
11. Permanent Address:
12. Address for correspondence with telephone, FAX and e-mail:
13. Academic & Professional Qualifications

Name of the Inst./Board/University	Year of passing	Exam/Degree	Marks/percentage in aggregate & Division

14. Employment history & Experience (including training)
15. Details of present employment
16. Names of the referees and their current address with phone/fax/email (one of the reference should be preferably from the current/most recent employer or immediate superior)
17. Detail of Application fee: Bank Draft/DD No._____dated_____ for Rs._____Drawn on_____ **(Note: Postal order or money order or cheque will not be accepted)**
18. Any other information.

DECLARATION

I hereby solemnly declare that all the statements made in the above proforma are true and correct to the best of my knowledge and belief.

Place:.....

Signature.....

Date:.....

Name of the applicant

[Note: **Self Attested photocopies of proof of items 5,7,8,9,13 and 14 should be enclosed**]

PART-II

[to be filled in by the Competent Authority in the case of candidates who are presently working in Government/Semi-Government/PSUs/Autonomous/Corporate Bodies]

Certified that: -

- i) The information given above by the officer is correct.
- ii) No vigilance / disciplinary proceedings are pending or contemplated against the above mentioned officer.

Date:

Signature:

Name:

Designation:

Ministry/Department:

