

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

(A Scientific Society under Department of Information Technology, Govt of India)

CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET) an Autonomous Government of India Scientific Society set up by the Department of Information Technology for carrying out research and development for a range of electronics materials and processes with a focus on transfer of technology/know-how results to the industries, is looking for talented and dynamic persons for the following vacant post.

1. Name of Post : Office Clerk (SA-III) [Unreserved]  
No. of Posts : 01  
Pay Scale : Rs. 3050-75-3950-80-4590/-  
Educational Qualification and Experience :  
Essential : Graduate with typing speed 35 W.P.M. in English and having Knowledge of computer operation.  
Desirable : Knowledge of shorthand with speed of 100/80 W.P.M.in English/Hindi  
Age Limit : Up to 27 years

**TERMS & CONDITIONS**

Interested applicants may apply on the prescribed format available on our website [www.cmet.gov.in](http://www.cmet.gov.in) affixing one passport size photograph at proper place with attested copies of certificates/testimonials, age, caste, experience addressed to the Administrative Officer, C-MET, Panchawati, Off Pashan Road, Pune – 411 008 superscribed as “Application for the post of Office Clerk (SA-III)” at the above mentioned address **on or before 06.10.2008**

1. The application must be submitted alongwith Bank draft for Rs. 50/- drawn in favour of “C-MET, Payable at Pune” (no fee for SC/ST, persons with disabilities and Ex-service Men). Application fee is non-refundable.
2. Applications received after last date, incomplete or without the required documents/Information or application fee will not be considered.
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 interview, otherwise will not be allowed to appear before the interview board.

4. Age Limit: The age limit is reckoned as **on the last date for receipt of application; ie 06.10.2008** The age relaxation up to five years for SC/STs and three years for OBCs is applicable. The age relaxation up to ten years is available for persons with disabilities (In respect of SC/ST/OBC candidates this is over and above the admissible relaxation of 5 years for SC/ST and 3 years for OBC). Relaxation of age upto 5 years is available for departmental employees and Government/autonomous/PSU employees. Age relaxation will be available for Ex-Service men candidates as per Govt. of India Instructions. In the case of all other categories age relaxation is available as per rules of the C-MET.
5. Educational Qualifications will be relaxed for Ex-Servicemen candidates as per Govt. of India instructions.
6. Mere fulfillment of minimum prescribed qualification and experience will not vest any right on a candidate for being called for interview. Since it may not be possible to call all the candidates for interview, a duly constituted screening committee shall screen the applications for short listing the candidates. The decision of the Centre in this regard will be final.
7. 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.

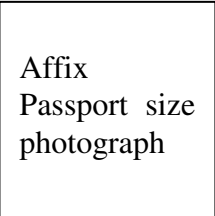
ADMINISTRATIVE OFFICER

**Annexure**

APPLICATION FOR THE POST OF OFFICE CLERK (SA-III), C-MET, PUNE

**PART-I**

**Advertisement No. PN/ADM/RST/001/2008**



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 Closing Date)
6. Marital Status :
7. Whether belong 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 Qualifications :**

Name of the Institution/ Board / University (SSC onwards)	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

17. Details of Application fee: 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: \_\_\_\_\_

Date: \_\_\_\_\_ -

Signature \_\_\_\_\_

Name of the applicant \_\_\_\_\_

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

**List of Enclosures**

1. Attested Photocopies of Mark-statements/Certificates etc.
2. D.D for Rs.50 /-

**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.

Signature:

Name:

Designation:

Ministry/Department:

Date:

