



CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)

Under 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 Website: www.cmet.gov.in

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

Recruitment of temporary position of Administrative Assistant / Project Clerk (1 No.)

C-MET invites eligible and highly motivated candidates for filling up the following temporary and time bound position under MeitY, New Delhi sponsored Project entitled “Centre for Excellence on Additive Manufacturing (CoEAM) Vertical-A” (PN/SP/085A) at C-MET, Pune. The position is purely temporary till the Project closure i.e.17/08/2023 or co-terminus with the project whichever is earlier.

| Sl. No. | Name of the Position | No. of Positions | Educational Qualifications | Emoluments |
|---------|--|------------------|--|-------------------------------------|
| 1. | Administrative Assistant / Project Clerk Under project PN/SP/085A. | 01 No. | Any graduate with good computer knowledge and MS office tools, well versed with Administrative, Purchase rules and procedures including GeM procurement and Accounts, etc. Persons having work experience of minimum 2 years. Personal served in Govt. PSU/Autonomous Bodies/Statutory Bodies, State government will be preferred. | Rs.20,000/-per month (Consolidated) |

TERMS & CONDITIONS:

1. Registration for Walk-in-Interview: Between 09.00 Hrs. to 10.00 Hrs on 06/10/2022.
2. Age: Not exceeding 35 years, as on **06/10/2022**. Age relaxation as per GOI norms.
3. Nature of Position: The engagement to the above position is purely temporary and time bound as mentioned above.
4. Leave and Medical facilities will be as per C-MET’s rule for temporary staff.
5. **Application Fee: Rs.50/- 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 and receipt of the same must be attached with the application form. Demand Draft in favour of CMET Pune is also acceptable. 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 is not accepted)

6. Interested candidates may appear for walk-in-interview on **06/10/2022** at **9:30 a.m.** onwards before the selection committee with the original certificates along with the filled application in the prescribed format available on website.
7. Depending upon the no. of candidates, the selection interviews can may get extended for the next day i.e. on 07/10/2022 for the candidates registered on 06/10/2022 only.
8. No TA/DA will be paid for attending the interview.
9. The selected candidates shall not have any legal right to claim his/her regularization/appointment by absorption or otherwise against any regular post or any further contractual engagement on termination of the scheme/project.
10. Only Indian Nationals need to apply. Appointment of selected candidates is subject to his / her being declared medically fit as per the requirement of C-MET. C-MET reserves the right to cancel / terminate the candidature at any point of time during the engagement process, if any wrong declaration, misrepresentation or concealment is detected.

**Sd/-
In-charge Administration**

(See application format below)

APPLICATION FORMAT

Passport
Size
with self
attestation

1. Notification No. : PN/ADM/RST/021/2020
2. Application for the position :
Administrative Assistant / Project Clerk
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 06/10/2022 :
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 :

Contd..2/-

12. Educational qualifications (SSC onwards)

| S. No | Name of the Exam passed | Name of the Institution/Board/ University | Month and year of passing | Marks Secured | Percentage | Class/ Division |
|-------|-------------------------|---|---------------------------|---------------|------------|-----------------|
| 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. Previous experience:

(Furnish Details such as post/fellowship, period worked, name of the organization/institution etc.,).

15. Present Position

- i) If you are studying, please mention course/subject details.
- ii) Details of fellowship/post
- iii) Name of the institution/organization in which you are studying/working.

16. Projects under taken at PG level/working organization

17. Application fee payment details:

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

i) _____ 2. _____

Mobile No.

Mobile No:

E-mail id:

E-mail id:

19. 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

