

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

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



HQrs: Sy.No. 34/2B. Panchwati, Dr. Homi Bhabha Road, NCL (P.O.), Pune - 411008

Website: <http://www.cmet.gov.in>

**Advertisement No 001/2024**

C-MET invites offline applications from Indian nationals possessing excellent academic record and relevant work experience for the Registrar post at C-MET HQs on Direct Recruitment /Absorption/Deputation (including short terms contract) basis: -

<b>S. No</b>	<b>Name of the Post&amp; Pay Matrix Level</b>	<b>No of post</b>	<b>Reservation</b>	<b>Mode of Recruitment</b>	<b>Upper Age Limit</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>
01.	Registrar PML-13 Rs. 123100- 215900	01	1-UR	Direct Recruitment/ Absorption/ Deputation* (including short term contract)	50 Years

Relaxation as per Govt. norms

The last date for receipt of applications will be **30 days** from the date of appearance of the advertisement in the Employment of News.

Government strives to have workforce which reflects gender balance and women candidates are encouraged to apply.

Canvassing in any form will result in disqualification of candidature.

**Sd-  
Registrar (A)**

## **ESSENTIAL/DESIRABLE EDUCATIONAL QUALIFICATION & EXPERIENCE**

Essential :

- a) (i) MBA (HR/Personnel)/ Post Graduate Diploma in Management from recognized university / institution or equivalent with minimum of 12 years of years of relevant work Experience

**OR**

- (ii) Post Graduate in any discipline from recognized university / institution or equivalent with minimum of 15 years of relevant work Experience

**OR**

**(iii) Graduate in any discipline from recognized university / Institution or equivalent with minimum of 18 years experience**

- b) Should have experience in Supervisory capacity in the field of Personnel Management, Financial Management, Labour Laws, Establishment/ Vigilance & Disciplinary matters in a Government Office/ Statutory Bodies/PSU/ Autonomous Bodies.

### **Desirable:**

- (i) Graduate Degree in Law or equivalent  
(ii) Having exposure to IPR, Technology Transfer, Patents  
(iii) HR training

Officers of Central/State Govt/ABs/PSUs (applying for deputation\* / absorption)

- a) i) Holding analogous post on regular basis **OR**  
ii) With at least 5 years service in the grade rendered after appointment thereto on a regular basis in posts in Pay scale of Rs. 78800-209200/- (PML-12)  
b) Possessing the qualifications and experience prescribed for Direct Recruits mentioned above.

Note 1 : The maximum age limit for appointment by Deputation (including short term contract) is 56 years as on the closing date for receipt of applications.

Note 2 : The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central government shall ordinarily not exceed 5 years.

\* Exemption from rule of Immediate Absorption is not required for appointment on deputation as per DP&PW OM dated 12.10.2015

## GENERAL CONDITIONS:

1. The applicant must be a Citizen of India.
2. The above post is 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
3. The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for interview. If the number of applications received in response to Advertisement is large, the Department may restrict the number of candidates to be called for interview to a reasonable limit through a shortlisting process based on some well-defined criteria which may include possessing of desirable qualifications and / or experience prescribed in the advertisement and/ or qualifications/ experience in a particular field as per the specific requirement of Department. No correspondence shall be entertained from candidates who are not called for interview/ selected for appointment.
4. All applicants must fulfill the minimum educational qualifications essentially required for the position 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.
5. Upper age limit is relaxable for Persons with Benchmark Disabilities (PwBDs) and other categories as per orders of Govt. of India issued from time to time.
6. Upper age limit is relaxable upto 5 years for candidates serving in Government Organisations/ serving employee of Autonomous Societies under MeitY and having at least three years regular service on a permanent post and working in post which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of duties of the advertised post.
7. The maximum age limit for appointment by Deputation (including short term contract) is 56 years as on the closing date for receipt of applications. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ department of the Central government shall ordinarily not exceed 5 years. The terms & conditions of appointment shall be in accordance with the DoPT OM dated 17.6.2010 as amended from time to time. The candidates who apply for the post on deputation basis shall not be allowed to

withdraw their candidature subsequently. Persons applying under deputation will also be required to submit the APAR dossier for the last 5 years.

8. **The crucial date for determining the age limit, qualification and experience shall be last date of application which will remain unchanged even in case of extension of the closing date for submission of applications.**
9. The said post is identified suitable for Locomotor Disability (One Arm, One Leg, Both Leg and Hearing Impaired (HH category)).
10. Reservation for SC/ST/OBC/EWS/PwBD (minimum 40% disability) candidates shall be as per the Govt. guidelines. A candidate who claims to belong to any reserved category has to enclose a copy of the Caste/Category certificate in the formats prescribed by Government of India. The certificate for PwBD must be issued by a Medical Board duly constituted by the Central or State government and indicate the percentage of disability while the Certificate for OBC must clearly indicate that the candidate does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt(SCT) dated 8/9/93 as amended from time to time. OBC(NC) certificate issued should be within one year of the closing date of advertisement.
11. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxation as permissible under rules, subject to the condition that they are found eligible (fulfil the qualification and experience). The candidates appointed under PwBD quota will be adjusted against the vacancy of respective categories of SC/ST/OBC/Un-reserved. If candidates of PwBD category are not available, candidates other than PwBD will be considered and the reservation will be carried forward to the next recruitment year. If a person with disability is entitled to age concession by virtue of being an employee of government Organization/Autonomous Society, concession to him/her will be admissible either as a 'PwBD' or as an employee of Government Organization/Autonomous Society, whichever may be more beneficial to him/her.
12. Those employed in Govt. departments/PSUs/Autonomous Bodies should submit their applications through proper channel or NOC along with the application before last date, otherwise the application will be summarily rejected.
13. In case the applicant is presently working in State Govt./PSU/Autonomous organization/ Universities etc. where the pay scales are not identical to the

pay scales of Central Government, the candidate will have to submit Gazette notification/government order(s) wherein such pay scales of State Govt./PSU/Autonomous organization/ Universities etc have been equated to corresponding pay scale/level as per 7<sup>th</sup> Central Pay Commission in Central Government. In this connection the onus of providing such equivalence shall be on the applicant and in such cases, the decision of such cases, the decision of C-MET shall be final & binding.

14. Self-attested copies of relevant certificates/testimonials should be enclosed along with the application. Diploma/degree shall be from recognized institution/university. Certificate(s) issued by foreign University (s) Institution(s) must be certified by Association of Indian Universities (AIU), New Delhi by way of equivalence certificate(s). In case where AIU does not entertain applications for equivalence of such professional degrees awarded by foreign universities in disciplines which are presently outside the purview of the AIU and where such cases are handed by the respective professional councils/bodies (recognized by Government of India), the applicant needs to furnish equivalence certificate(s) issued by such professional council/body. Candidates will have to produce all the original certificates thereof as and when required.
15. 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 process, he/she will be disqualified and his/her candidature will stand cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment besides other action as deemed fit.
16. The offer of appointment will be subject to verification of original certificates/testimonials and other pre-appointment formalities. If found otherwise, the candidature shall be rejected. NO REPRESENTATIONS WILL BE ENTERTAINED IN THIS REGARD.
17. Corrigendum/Amendments/changes, if any, in the advertisement shall be published only on C-MET website. Any inconsistency in the information advertised in the Newspaper and the Website, the information hosted in the Website will be treated as final.
18. 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 interview will be final and binding on the candidates and no enquiry or correspondence or representation will be entertained from any individual.
19. C-MET reserves the right to revise / reschedule / cancel / suspend / postpone / withdraw the recruitment process without assigning any reason

thereof. The decision of C-MET shall be final and no appeal shall lie against such decision.

20. In case of any inadvertent mistake in the process of selection, which may be detected at any stage, even after issuing an appointment letter, C-MET reserves the right to modify/withdraw/cancel any communication made to the applicant.
21. 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.
22. Canvassing in any form and or / bringing in any influence, political or otherwise will be treated as a disqualification for the post.
23. The application must be submitted along with a Demand draft of Rs.800/- which shall be drawn in favour of **"C-MET" payable at Pune**. The application fee is non-refundable under any circumstance. Candidates belonging to the SC/ST/PwBD/ Women and other notified categories by Govt. of India, should be Rs. 400/-. Payment through net banking could also be done (**The receipt has to be enclosed along with the application**). The details are given below.

<b>BANK NAME</b>	<b>PUNJAB NATIONAL BANK</b>
<b>BRANCH</b>	<b>PASHAN</b>
<b>ADDRESS</b>	<b>GOL MARKET, PASHAN, PUNE</b>
<b>CITY</b>	<b>PUNE</b>
<b>STATE</b>	<b>MAHARASHTRA</b>
<b>PINCODE</b>	<b>411021.</b>
<b>ACCOUNT NO.</b>	<b>0495000100063589</b>
<b>ACCOUNT TYPE</b>	<b>SAVING</b>
<b>IFS CODE</b>	<b>PUNB 0049500</b>
<b>MICR CODE</b>	<b>411024008</b>

25. 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

26. Applicants which are not in conformity with the requirement indicated in the advertisement are liable to be rejected.

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

28. The number of years of experience indicated for the post is after obtaining the specified qualification for the post.

29. 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 the copy of tickets).

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

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

32. The so appointed officers should undergo at least two weeks of induction training and complete successful probation clearance.

Interested candidates may download the application form from our website [www.cmet.gov.in](http://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. 23). The complete 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 Registrar"**

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

Sd-  
Registrar(A)



**Centre For Materials For Electronics  
Technology (C-MET)**

Affix Latest  
Passport Size  
Photograph  
Duly Signed

**APPLICATION FOR THE POST OF 'REGISTRAR'**

ADVERTISEMENT NO : 1/2024

Mode of Application	Direct Recruitment	Absorption
Pl. ✓		

1. Name in full (in BLOCK letters) :
2. Father's/Husband's Name :
3. Date of Birth (Proof to be enclosed):
4. Nationality :
5. Religion :
6. Correspondence Address :
  
- E-mail :
- Telephone/Fax No. :
- Mobile No. :
7. Permanent Address :
  
8. Are you employed in any Govt./Semi-Govt./PSU/Autonomous Bodies? :
9. Category [GEN/SC/ST/OBC(NCL)/PWD : EWS/Ex-Serviceman]
10. Whether documentary proof from appropriate authority in support of your claim being SC/ST/OBC(Non-creamy layer)/PWD is enclosed :



**11.** Are you related to any of the employees of C-MET:  
If so, provide Name and details of the Employee, Lab where he/she is working & nature of relationship:

**12.** Essential Qualification :

Exam Passed	Year of Passing	University / Board	Subject	Marks	Percentage of Marks

**13.** Other Qualifications :  
(in chronological order starting with 12<sup>th</sup> onwards)

Exam Passed	Year of Passing	University / Board	Subject/ Specialization	Marks	Percentage of Marks Rank Distinction

**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		Basic pay in the Scale of Pay/Pay band with Grade Pay/ PML	Detailed nature of duties performed
		From	To		
					<b>[upload]</b>

- 15.** Total Experience:
- 16.** Total Qualifying experience :
- 17.** Whether qualifications/experience prescribed for the post applied for are satisfied (if any of the qualification secured by you is considered equivalent to the prescribed qualification, indicate authority thereon) :
- 18.** Whether you are fulfilling the conditions for : YES/NO  
Transfer on absorption basis or not :
- 19.** Please state clearly with reference to information furnished above, whether you meet the requirement of the post :

**20.** Details about present Employment with nature:

- (a) Name of the post held :
- (b) Regular/Contract/Deputation :
- (c) Pay Band & Basic pay / Grade Pay/ :  
PML

**21.** References

(These referees should be residents in India and holders of responsible positions. They should be intimately acquainted with the applicant's character and work but must not be relations. When the candidate has been in employment, he/she should either give his/her present or most recent employer or immediate superior as a referee or produce a testimonial from him in regard to the candidates fitness for the post for which he/she is an applicant)

1. Name \_\_\_\_\_

Occupation or position \_\_\_\_\_

Address including email & Mob.No. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Name \_\_\_\_\_

Occupation or position \_\_\_\_\_

Address including email & Mob.No. \_\_\_\_\_

\_\_\_\_\_

Copies of testimonials from :

- 1.
- 2.

(Attested Copies of not more than two testimonials should be submitted.  
Original testimonials should not be submitted unless asked for)

**22.** Any other information you may like to indicate:

**23.** List of Enclosures

### **DECLARATION**

I hereby declare that I have carefully read and fully understood all the instructions and details pertaining to the post being applied by me and all statements made and information furnished in this application are true and complete to the best of my knowledge and belief.

I also declare that I have not concealed any material information which may debar my candidature for the post applied for. In the event of suppression or distortion of any fact including category, age or educational qualification, experience etc. made in my application form, I understand that I will be denied any employment in the organization and if already employed on any of the posts in the Institute, my services will be terminated forthwith without notice.

Place :

Date :

Signature of the candidate

**CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE/  
FORWARDING AUTHORITY, IF IN GOVT SERVICE AND APPLYING THROUGH  
PROPER CHANNEL**

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualification and experience mentioned in the advertisement.

Further certified that:

- (i) There is no vigilance case pending/contemplated against him.
- (ii) His/her integrity is beyond doubt.
- (iii) No major/minor penalties have been imposed on him/her during last 10 years

Signature: \_\_\_\_\_  
Name and Department office seal