



**CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)**  
(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 Web: www.cmet.gov.in

---

---

**Advt. No. : PN/ADM/RST/027/2021**

**Recruitment of Consultant (Business Development) (1 No.)**

Applications in the prescribed format, attached herewith, are invited from interested candidates for engagement of **One Consultant (Business Development)** on purely temporary and contractual basis at C-MET Headquarters Pune. The eligibility criteria for selection for the above position are as detailed below

Sl. No.	Name of the Position	Essential Qualification	Experience & Knowledge	Emoluments
1	Consultant (Business Development)	Minimum Bachelor degree in Physical science or Engineering and MBA in marketing from reputed institute with well acquainted in business development.	Minimum 5 years working experience in business development at middle management level like identifying sales leads, pitching goods or services to new clients and maintain a good working relationship with new contacts, following up new business opportunities and setting up meetings, planning and preparing presentations etc.	Rs. 50,000/- pm (fixed) + Rs. 50,000 towards medical benefits per year which will be prorated based on the working period.

Application received after the closing date or without the relevant documents or otherwise found incomplete or not in the prescribed proforma will be rejected outright and no correspondence shall be entertained in this regard. Subsequently, the date of online/ physical mode of interview will be communicated to the shortlisted candidates in due course.

## **TERMS & CONDITIONS:**

C-MET invites applications from Indian nationals possessing excellent academic record and relevant work experience to engage as Consultant (Business Development) on contract basis.

### **Scope of Work / Job Responsibility:**

A brief scope of work/ job responsibility expected from the Consultant (Business development) shall be as per Annexure-I. This is not exhaustive. Director General/ Programme Coordinator at Headquarters at Pune may entrust work as may be required at that point of time in the interest of society.

### **Eligibility Criteria:**

The Consultant (Business development) proposed for engagement should be with minimum Bachelor degree in Physical science or Engineering and MBA in marketing from reputed institute with well acquainted in business development and market strategies and futuristic scientific development. The person should have good knowledge in Microsoft office tools particularly word, excel and power point presentation. Knowledge in data / project management software is desirable.

### **Age Limit:**

Candidate should not be more than 40 years of age as on Last date of receipt of applications. (Relaxable upto 43 years for deserving candidates).

### **Type of Engagement.**

The Appointment will be purely on contract basis for a period of one year but extendable for a further period depending on work requirement. The extension will be subject to review of performance by a Committee constituted by DG at Headquarters.

### **Accommodation:**

The candidate need to have own accommodation facility in Pune. Neither accommodation nor House Rent Allowance will be provided by C-MET as the remuneration is all inclusive.

### **Terms of Payment:**

A consolidated amount of Rs. 50,000/- p.m. (Fifty thousand only) shall be paid as remuneration on submission of work done report. No other allowance shall be paid.

### **Tax Deduction at Source:**

The income tax or any other taxes liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the C-MET will issue TDS Certificate.

### **No Additional Allowances:**

The monthly remuneration approved by C-MET in the contract will be inclusive of the cost of candidate, conveyance, all incidental expenses, professional fees etc. No separate charges will be payable by C-MET on any such account. However, in case the candidate is required to travel outside Pune in the context of the Work assignment, C-MET shall reimburse the actual cost as per the rules/ regulations of the Central Government / C-MET on par with PML – 6.

C-MET reserves the rights, as follows:

To decide to cancel this advertisement and not to proceed in the matter, at any stage and accept or reject any or all applications, without giving any explanation whatsoever. If the number of eligible candidates turned up for interview is less than 3(three), it will be at discretion of the Competent Authority to go ahead and interview the eligible candidates reported/appeared before the Selection Committee or postpone for another date. The decision of Competent Authority/ C-MET, in this regard i.e. holding interview, selection and/ or engagement shall be final and binding.

**Termination of Contract:** C-MET may terminate the contract to which these terms apply if:

- The candidate is unable to complete the assigned work.
- Quality of the assigned works is not to the satisfaction of C-MET.
- The candidate fails in timely achievement of the milestone as finally decided by the C-MET.
- The Candidate is found lacking in honesty and integrity.

C-MET reserves the right to terminate the contract by giving 15 days notice to the consultant.

Terminations shall be effected by written notice served on the candidate and shall take effect 15 days after serving such notice. The termination will be without prejudice to either party/s rights accrued before termination.

**Basis of Evaluation:**

The scrutiny of applications will be carried out on the basis of relevant qualification, experience and age in analogous post.

**GENERAL TERMS AND CONDITIONS**

- If the documents submitted by the candidate are found incorrect/ false, the candidature will stand cancelled. If any of above shortcomings are detected after appointment, his/her services are liable to be terminated. C-MET reserves the right to reject the candidature at any stage and the decision of C-MET will be final.
- No TA/ DA will be paid for attending the interview.
- C-MET reserves the right to raise / modify the eligibility criteria of the minimum educational qualification and /or minimum work experience.
- Consultants will be entitled to one day per month Casual leave during the year of service, which can be availed of at any time during the period of the contract.
- C-MET reserves the right to revise the terms & conditions during the tenure of the contract.
- Consultant will neither be entitled to the benefits of Provident Fund Scheme nor Gratuity on conclusion of the contract.
- The contractual engagement will not confer any right or entitlement for claiming absorption against any regular post in C-MET.
- Working hours of C-MET is 9.00 AM to 5.30 PM. Candidate is expected to put in minimum 42.5 Hours of work per week. (including lunch break of 30 min)
- **Candidates shall apply in prescribed format by e-mail at [rp.rao@cmet.gov.in](mailto:rp.rao@cmet.gov.in) Last date for receipt of duly filled application is 21.11.2021.**

**Job Description**  
**Consultant (Business development)**

- To take care of all techno-administrative matters in connection with the proposed creation of new C-MET Centre.
- To help in expanding the scope of the technical activities of C-MET in its present activities and in exploring new horizons.
- To help creation of data base on electronic materials.
- To prepare vision document of C-MET.
- To link the activities of C-MET with that of strategic and other sectors for EBR & IR generation.
- To arrange meetings with Industries for technology transfer.
- To help Programme Coordinator in preparation of promotional materials related to technologies developed in C-MET.
- To help Programme Coordinator in marketing the technologies developed at C-MET.
- Identify technology gaps in the market in order to identify commercialization opportunities for very early stage innovations in C-MET.
- Identify the correct target customer or relevant groups to commercialize an innovation/development at C-MET.
- Develop useful relationship between C-MET and relevant business community.
- Any other work assigned by Programme Coordinator/ Director General.

(See application format below)

**APPLICATION FORMAT**

Affix Latest  
Passport Size  
Photograph  
Duly Signed

- 1. Notification No. : PN/ADM/RST/027/2021
- 2. Application for the position :  
Consultant (Business development)
- 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 22/11/2021 :
- 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 :

12. Educational qualifications (SSC onwards)

S. No	Name of the Exam passed	Name of the Institution/Board/ University	Month and year of passing	Subject	Marks /Grade Secured / Percentage
1					
2					
3					
4					
5					
6					

13. Details of Experience; if any (particulars of all previous and present employment) (starting with the most recent)

Name of the Organization / Institute	Type of Organization	Post Held	Duration		Emoluments	Detailed nature of the work
	(Govt./PSU/AB)		From	To		

14. Reference: 1. \_-----\_ 2. -----  
-----

Mobile No.:

Mobile No.:

E-mail Id:

E-mail Id:

15. One page write up on how the experience gained by the candidate suits the consultant job requirement for Business Development at C-MET

16. Application fee payment details:

Bank Name:

Transaction details:

Date of transaction:

17. 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