



CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)
(Scientific Society, Ministry of Electronics & Information Technology, (MeitY) Govt. of India)
Panchwati, Off Dr. Homi bhabha Road, Pashan, Pune – 411008.
(Tel No. 020-2589 8390, 2589 9273, 2589 8141)

Notification No. PN/ADM/RST/2023

C-MET is looking for persons retired from Central/State Govt. Services, Central/State owned Autonomous organizations/universities, PSUs, Defence service etc. having working knowledge in Government rules and Regulations procedures to work as “**Consultant (Administration- cum- Finance)**” at Pune Laboratory.

Sl. No	Name of the Post	Nature of the Post	No. of Post	Tenure of the Post	Eligibility	Age Limit	Remuneration
1.	Consultant (Administration-cum-Finance)	Purely Temporary on short term contract basis.	One	Initially for one year and may be extended depending on work requirement	1. Applicant shall be retired from a Group- A (in PML-10 or above) post of Central/State government department, Central/State autonomous organization/universities OR retired from post not below the level of Manager from a Central/State PSU OR retired from Defence services, as Commissioned Officer. 2. Having minimum 10 years work experience in Administration/Finance & accounts matters.	Not more than 64 years of age on the closing date of application i.e. 14/01/2024	Rs. 40,000/- per month (consolidated)

Job Description (Finance & Administration):-

The candidate should have good communication and interpersonal skills, fair knowledge of computer applications such as MS word, MS Excel, flair in noting/drafting, Knowledge of various establishment/finance related rules/regulations of Govt. of India and capable of handling administrative matters of following areas:

- a) Personnel & General Administration (HR/Recruitment/Roster), Establishment, Purchase & Store (well conversant with GFR), Vigilance & Disciplinary matters, Legal matters, RTI/Grievance/Staff Welfare matters etc.
- b) The Consultant shall give necessary administrative advice and look after/ supervise the administrative, financial and procurement requirements of the project programs. She/ He shall interact with In-charge Administration & Finance Officer for effective functioning of Administration & Finance.
- c) General Accounts & Finance (Vendor invoice settlement/LTC/TA&DA/CEA/Medical Reimbursement to staff/BRS/PFMS & Tally entries etc.), PFMS matters, Audit handling matters related to Salary/Allowances/TDS/CPF/NPS/GST etc, timely remittance of GST & other statutory compliance.

General Terms and Conditions:

1. The Post is purely temporary and the appointment will be initially for a period of One Year and may be extended depending on work requirement. However, the performance of the consultant will be reviewed on completion of Three months service to decide the suitability further for retention. If found not suitable for further retention she/he will be terminated without any notice. Decision of competent Authority of C-MET is final and is binding on the candidate unconditionally.
2. On appointment, it will not confer any right on the appointee for claim for regular appointment.
3. Appointment of candidates are subject to verification of original documents.
4. Selected candidate will be required to produce a medical certificate of fitness in the prescribed form, from a Government Doctor not below the rank of Civil Surgeon.
5. Selected candidate will be required to report for duty as mentioned in the offer (normally within 10 days from the date of offer) and no extension will be given.
6. The engagement of consultant would be on full-time basis and they would not be permitted to take up any other assignment during the period of consultancy with C-MET.
7. During the period of service with C-MET, the candidates are eligible for 8 CLs/ 2 RH per year or proportionate. No other leave/allowances are applicable.
8. Decision of the Competent authority of C-MET is final & binding on the candidate applying for this post. Candidate have no right to question the decision. No correspondence in this regard will be entertained & for all information/corrigendum etc. please refer website from time to time. Influence of any kind, political or otherwise, will be disqualification without assigning any reason.

Interested candidates desirous of applying should submit their application, in the attached format by e-mail at admn-pune@cmet.gov.in or by Speed post to In- charge Administration C-MET, Panchwati, Off Homi Bhabha Road, Pashan, Pune – 411008 **latest by 14/01/2024**. Only shortlisted candidates will be intimated about date of interview through e-mail. No TA/DA will be paid for attending interview at C-MET, Pune.

Sd/-
In-charge Administration

(See application format below)

APPLICATION FORMAT

Passport
Size
with self
attestation

1. Notification No. : PN/ADM/RST/2023
2. Application for the position of Consultant (Admn. & Finance) (1no.) :
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 14/01/2024 :
7. Whether belong to SC/ST/OBC/PWD :
8. Date of Retirement and the post from which retired (enclose copy of relieving order) :
9. Name of the Ministry/Dept./PSUetc from which Retired :
10. Last Pay Drawn (pl. enclose copy) :
11. Nationality :
12. Address
(a) Permanent : _____

(b) For communication : _____

13. Telephone & **Mobile No** if any :
14. **Email id**, if any :

Contd..2/-

15. Educational/Professional Qualifications

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						

16. Details of Computer Knowledge:

17. Brief particulars of position hold/experience/working roles played:
(A separate sheet may be annexed)

18. References (three references) [please attach at least two references from Officers/person of repute who is well aware of the work content & conduct of the candidate] **(Must be indicated clearly)**

i) _____ ii) _____

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

