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Centre for Materials for Electronics Technology (C-MET)  
(Scientific Society under MeitY, Govt. of India)  
Panchwati, off. Dr. Homi Bhabha Road, Pashan,  
Pune – 411 008  
(Tel No. 020-2589 8390,2589 9273,2589 8141)

**WALK IN INTERVIEW**

**Notification No. PN/ADM/RST/Consultant-ADM/2026**

C-MET intends to engage one position of ‘**Consultant (Administration-cum-Finance)**’ – **1 post** at Pune Laboratory.

Application are invited for the above position purely on temporary basis from experienced retired officers at PML 10 and above from Central Govt/ State Govt/PSU/Autonomous Bodies/Statutory Bodies. Age shall not be more than 64 years on the date of WALK IN INTERVIEW i.e. **16/03/2026**.

The assignment shall be initially for 1 year which is extendable for a further period depending on the work requirement.

For complete details on eligibility norms, remuneration, age, application format and other terms and conditions, please visit to our **website: [www.cmet.gov.in](http://www.cmet.gov.in)**. Candidates who meet the eligibility criteria may attend a walk-in-interview on 16/03/2026 at 10.30am. The applicants are required to bring originals along with copies of documents in support of qualification, Age, Experience etc. and a passport size photograph. The registration will be between 09.00am to 10.30am. Only those candidates who are screened in by a committee will be considered for interview subject to verification of original documents. No TA/DA will be paid for attending interview.

Sd/-

**In-charge Administration**

**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-411 008.**  
(TelNo.020-25898390, 25899273, 25898141)

PN/ADM/RST/consultant-ADM/2026

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.

Sr.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.  2. Having minimum 10 years work experience in Administration Finance & accounts matters.	Not more than 64 years of age on the date of Walk-in-Interview i.e. <b>16/03/2026</b>	As per DOE OM No. F.No.3-25/2020-E.IIIA dated 09/12/2020 Fixed monthly amount shall be admissible arrived by deducting the basic pension from the pay drawn at the time of retirement.

**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/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.

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 is 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 18CLs and 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 has 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 attend the walk-in-interview on **16/03/2026** at 10.30am at C-MET Panchwati, Off Homi Bhabha Road, Pashan, Pune-411 008. The registration will be between 09.00am to 10.30am & submit the application in the attached format. Only those candidates who are screened in by a committee will be considered for interview subject to verification of original documents. No TA/DA will be paid for attending interview.

Sd/-  
**In-charge Administration**  
**C-MET, Pune.**

### Terms and Conditions

Consultant (Administration cum Finance) (from PML- 10 or above)

Eligibility	The candidate should have retired from Central Government/State Government/Union Territory Administration service/Autonomous Body
Job Description	To assist Centre Head on matters related to Personnel, Administrative, Purchase, Materials Management. Correspondence relating to the C-MET Pune Lab. Formulation of various policies for C-MET Pune Lab. Framing rules and regulations of C-MET Pune Lab. Maintenance and upkeep of the premises and the property of the C-MET Pune Lab. To assist in processes related to promotion, recruitment for the Technical staff & Non-Technical staff of C-MET Pune Lab. Look after Reservation, Representations, Public and Staff Grievances, Court Cases, RTI related matters. The Consultant shall report to In-Charge Administration, C-MET and work under overall supervision of Centre Head, C-MET Pune Lab. <b>Note: Above mentioned job description is subject to change. Centre Head, C-MET Pune Lab has the right to change the above job description as per the needs of the C-MET Pune Lab.</b>
Period of engagement	The assignment shall be purely on short term contract basis for a period of One year extendable for a further period depending on work requirement. Selected candidate is required to join within 10 days from the date of offer.
Age limit	Not more than 64 years of age on the date of Walk in interview.
Remuneration	a) For those who are drawing Govt pension, a fixed monthly amount shall be admissible arrived at by deducting the basic pension from the pay drawn at the time of retirement b) For those who are not drawing Govt. Pension a fixed monthly amount shall be admissible, equivalent to last basic pay drawn at the time of retirement. No increment and Dearness Allowance or any other pay & allowances shall be allowed during the term of contract.
Transport Allowance	A fixed amount shall be paid towards transport facility for the purpose of commuting between the residence and the place of work. This shall not exceed the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of engagement. No Dearness Allowance shall be admissible
Selection Procedure	As per C-MET rules.
Working facilities To be provided	Only the basic facilities/infrastructure will be provided to the Consultants. No Transport or Telephone/Internet facility at residence.
Type of appointment	The Appointment will be temporary purely on contract basis initially for a Period of one year extendable for a further period depending on work requirement
Leave	Paid leave of absence may be allowed at the rate of 1.5 days for each Completed month of service. No accumulation of leave beyond a calendar year.
TA/DA	No TA / DA will be paid for joining the assignment or on its completion. In case the Consultant is required to travel outside Pune in the context of the work assignment. The Consultant shall be allowed TA/DA on Official tour, if any, as per his entitlement at the time of retirement.
Accommodation/ HRA	Not applicable
Other benefits	Will neither be entitled to the benefits of Provident Fund Scheme nor Gratuity On conclusion of the contract.
Working Hours	The Consultant shall have to work as per the working hours of C-MET.

	<p>However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays and weekly offs. No extra remuneration or fee would be payable if work</p> <p>Requires late sitting or coming on holiday/weekly offs. The Consultant will be required to mark his attendance in the assigned system</p>
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/taxes as applicable shall be payable extra, at the prevalent rates.
Confidentiality of data and documents	The work done by Consultant will be CMET's property. The Consultant shall not utilize or publish or disclose or part with, to a third party, any data or statistics or proceedings or information gathered during the course of the assignment for the office, without the express written consent of C-MET. The Consultant shall be bound to hand over the entire set of records of assignments to the office before the expiry of the contract and before the final payment is released by the office. The Consultant shall sign an agreement of confidentiality with the Government of India to this effect and a non disclosure agreement which shall contain a clause on Ethics and integrity.
Conflict of Interest	The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No Consultant would be permitted to take up any other assignment
Termination of Agreement	<p>C-MET may terminate the services of the Consultants without giving any notice and notice period if Consultant:-</p> <ul style="list-style-type: none"> <li>• Is unable to complete the assigned work.</li> <li>• Quality of the assigned works is not to the satisfaction of C-MET.</li> <li>• Fails in timely achievement of the milestone as finally decided by the Centre Head, C-MET Pune.</li> <li>• Is found lacking in honesty and integrity. The undertaking given by the candidates is found false.</li> <li>• The Consultant completes 5 years of retirement.</li> </ul> <p>In other conditions C-MET reserves the right to terminate the contract by giving 15 days notice to the Consultant and vice-versa.</p> <ul style="list-style-type: none"> <li>• Terminations shall be effected by written notice served on the Officer on Special Duty and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before termination.</li> </ul>
Governing Law	The contract shall be governed by and construed in accordance with the laws of the Republic of India.
Accident, Injury etc., during the period of engagement	C-MET shall not be responsible for any loss, accident, damage; inquiry suffered by the Consultants whatsoever arising in or out of the execution of his work including travel.
Rights of C-MET	<p>C-MET reserves the right to modify, cancel and not to proceed in the matter For engagement of Consultant at any stage without giving any reason.</p> <p>The contractual engagement will not confer any right or entitlement for claiming absorption against any regular/contractual post in C-MET.</p>

Sd/-  
In-Charge Administration  
C-MET, Pune