



CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY
(Scientific Society under M/o Electronics and Information Technology, GoI) **Athani**
P.O.,M.G. Kavu, Thrissur, Kerala, Pin – 680 581
(Tel No. 0487-2201156 – 59 (4 lines))

WALK IN INTERVIEW

Notification No. CMET/TH/ADM/06/2021

C-MET is looking for persons retired from Central/State Department; Central/State owned Autonomous organizations/universities, PSUs, Defence service etc. having working knowledge in Government rules and procedures to work as “**Administrative Consultant**” in one of its scientific projects sponsored by MeitY, New Delhi.

Duration of the Project : upto 19th July, 2026.

Sl. No.	Name of the Post	Nature of the Post	No. of Post	Tenure of the Post	Qualification	Age Limit	Emoluments
1.	Administrative Consultant	Temporary on Project based.	One	Initially for one year and may be extended upto the completion of the Project; ie. 19 th July, 2026. The performance will be reviewed on completion of six months service to decide suitability of further retention.	Applicant shall be retired from a Group A 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.	Not exceeding 65 years as on 30 th November, 2021.	Rs. 40,000/- per month (consolidated)

Nature of Work:-

The Consultant shall give necessary administrative advice and look after/ supervise the administrative, financial and procurement requirements of the project. She/ He shall interact and correspond with other institutes and Industries for the purpose of the effective implementation of objectives of the Project.

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 upto the completion of the Project. However, the performance of the staff will be reviewed on completion of six months service to decide the suitability of further retention. If found not suitable for further retention she/he will be terminated without any notice.
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. Selected candidate will be required to work till the completion of the project and resigning from the post during the currency of the project period shall not normally be entertained.

Those eligible for the post may attend interview on **07th December, 2021** at “**Centre for Materials for Electronics Technology (C-MET), Shornur Road, Athani-P.O., Thrissur-680 581**”. **The registration will be between 8.00 hrs and 10.00 hrs on the date of interview. Only those who have taken at least one vaccine against COVID-19 shall be allowed for registration and hence all are required to bring vaccination certificate.** The applicants shall bring originals along with copies of documents in support of Qualification, Age, Experience etc. The applicants shall also bring one recent Passport size Photograph at the time of registration. Only those candidates who are screened in by a Committee will be considered for interview subject to verification of original documents.

Sd/-

Administrative Officer