



सेन्टर फॉर मेटिरियल्स फॉर इलेक्टॉनिक्स टेक्नोलाजी (सी-मेट)  
**CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)**

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

IDA PHASE – III, CHERLAPALLY, HCL (PO), HYDERABAD – 500 051

Phone: +91-40-27265587, 27267006, 27261658 Web: www.cmet.gov.in

Advt. No.: HD/02/Rectt/3/TS-003/2022

## Engagement of temporary position of Jr. Office Staff

### WALK-IN-INTERVIEW

C-MET invites eligible and highly motivated candidates for Walk-in-Interview on **08.09.2022 (THURSDAY)** to fill up the following temporary and time bound position under VSSC project entitled "Development of Hafnium Sponge". The position is purely temporary till the completion of the project i.e., up to 28.02.2023.

Sl. No.	Name of the Position	No. of Position	Qualification & Experience	Age Limit	Emoluments per month
1	Jr. Office Staff	1	55% marks in Graduation or above with minimum one year office experience with computer (MS office, power point, excel) knowledge	Age should not exceed 30 years. Age relaxation is applicable for candidates belonging to SC/ST/OBC/PWD as per Govt. of India rules.	₹15,000/-* + 27% HRA + 1 month basic towards medical reimbursement per annum *under revision

For application Format & other important details, please visit our website [www.cmet.gov.in](http://www.cmet.gov.in)

#### Screening Criteria:

In case of overwhelming response, the screening criteria could be that the candidates with **60%** of marks (first class) in Graduation with 2-3 years office experience, followed by typing test on computer. Therefore, the candidates should come prepared for typing test on computer/interview. If required, the typing test will be conducted for @ 10-15 minutes on computer to assess the candidate's knowledge in English as well as with computer. Therefore, if required, the candidates have to come prepared to stay back one more day to complete the selection procedure at their own cost. C-MET does not have Guest House/hostel facility.

#### NOTE:

1. Nature of Position: The post will be initially for present project duration which is February 2023 and will be extendable for further period subject to extension of the project or receipt of new order.
2. The selected candidate will be required to work on 6 day week basis as per relevant Central Govt./ industry norms.
3. The Position shall be covered under comprehensive accident care medical insurance policy.

#### TERMS & CONDITIONS:

1. Registration for Walk-in-Interview: Between 09.00 Hrs. to 10.00 Hrs.
2. Only short listed/screened-in candidates will be allowed to attend typing test/interview or only interview.

3. No TA/DA will be paid for attending the typing test/interview or only interview.
4. Candidates are expected to bring their application in the prescribed format and produce original educational mark sheet & cast certificate etc. at the time of screening. In case the certificates/mark sheets etc. have not collected from colleges/present employer etc., a **custodian certificate** from the respective authorities should invariably produced to the Screening Committee at the time of verification of certificates, failing which the candidate will not be allowed to attend the interview.
5. Age: Not exceeding 30 years as on 01.09.2022. Age relaxation is applicable for candidates belonging to SC/ST/OBC/PWD as per Govt. of India rules.
6. The selected candidates shall not have any legal right to claim his/her regularization/appointment by absorption or otherwise against any regular post or any further contractual engagement on termination of the scheme/project.
7. Only Indian Nationals need apply. Appointment of selected candidates is subject to his / her being declared medically fit as per the requirement of C-MET.
8. Applications which are not in conformity with the requirement indicated in the advertisement are liable to be rejected.
9. All the candidates are required to produce original documents related to educational qualifications, date of birth, work experience, caste, etc at the time of registration. Duly self-attested photocopies of all the documents must be enclosed along with the application form. Only self attested recent passport size photograph should be pasted in the appropriate place in the application form.
10. 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 Hyderabad and courts/tribunals/forums at Hyderabad only shall have sole and exclusive jurisdiction to try any such cause/dispute.
11. Canvassing in any form and or/bringing in any influence political or otherwise will be treated as a disqualification for the post. No interim queries / correspondence will be entertained on the matter.
12. C-MET reserves the right to Revise/ Reschedule/ Cancel/Suspend/ Postpone / Withdraw recruitment process without assigning any reason. The decision of C-MET shall be final and no appeal shall be entertained. Number of positions indicated may increase or decrease, at the discretion of the competent authority.
13. C-MET reserves the right to cancel / terminate the candidature at any point of time during the engagement process, if any wrong declaration, misrepresentation or concealment is detected then his / her engagement shall be liable to be terminated without prejudice to any other necessary action will be initiate by the society as per Rule of law. The decision of the competent authority will be final and binding on the candidate.
14. [Any addendum/corrigendum will be web hosted in our web site only. Therefore candidates may periodically see our website.](#)

#### **GENERAL INFORMATION:**

- C-MET, Hyderabad is situated in Cherlapally area and it is connected by Bus Route from Secunderabad & Tarnaka :250C.
- Further information/query can be obtained over telephone numbers mentioned above from 09:00 hrs to 17:30 hrs on all working days (Monday to Friday).

**DIRECTOR**

**(See application format below)**



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

Affix Latest  
Passport Size  
Photograph  
Duly Signed

**APPLICATION FORMAT**  
**(All Columns should be filled properly)**

1. Notification No. : HD/02/Rectt/3/TS-003/2022
2. Application for the position : Jr. Office Staff
3. Name of the Candidate :  
(in Capital letters) :
4. Mother's Name :
5. Father's Name/Husband's Name :
6. Date of Birth (Proof to be enclosed) :  
Age as on 01.07.2022 :
7. Whether belong to :  
SC/ST/OBC/PWD/EWS :
8. Nationality :
9. Address  
(a) Permanent : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(b) For communication : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Telephone & **Mobile No** : 

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11. **Email id** (in CAPITAL LETTERS) :

12. Educational 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						

13 Details of experience (Please attach separate sheet):

Sl. No.	Name of the position held	Name of the organization	Manu- facturing/ R&D	Period		Nature of experience	Contact person with Mobile No. & e-mail id
				From	To		

14 Documents attached in support of experience (Please tick in appropriate box):

- (a) Appointment Letter
- (b) Experience Certificate
- (c) Latest/Last Pay slip

15 Present Position

- a. If you are studying, please mention course/subject details.
- b. Details of fellowship/post
- c. Name of the institution/organization in which you are studying/working.

16 Projects under taken at PG level/working organization, if any.

17 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:

18 References (two references) **(Must be indicated clearly)**

1.	_____	2.	_____
	_____		_____
	_____		_____
	_____		_____

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