



Advertisement No. 1/2018

Centre for Materials for Electronics Technology (C-MET), an Autonomous Scientific Society under Ministry of Electronics and Information Technology (MeitY), Govt. of India invites applications from the eligible candidates for the following Group 'C' post **(Post is purely temporary but likely to continue)** for its laboratory at Hyderabad.

| Sl. No. | Name of Post | Pay Matrix Level | No. of Posts | Reservation | Age | Qualifications |
|---------|----------------------------|---------------------|--------------|---------------------|----------|--|
| 1 | Multi Task Assistant (MTA) | 1 (₹18000-56900) | 1 | Unreserved Category | 25 years | Essential: 10+2 from a recognized Board/University. Desirable: English typing speed 30 words per minute |

FOR APPLICATION FEE SEE SRL NO. 7 FOR DETAILS

Last date for receipt of applications: **12.10.2018 by 1730 hrs.**
Also see srl No.30 below.

NOTE:

1. DATE OF WRITTEN EXAMINATION WILL BE NOTIFIED IN OUR WEBSITE ONLY.
2. **BRIEF DESCRIPTION OF DUTIES ATTACHED TO THE POST:** Physical maintenance of records, general cleanliness & upkeep, carrying of files & other papers, photocopying, assisting in routine office work like diary, despatch etc including on computer, delivery of dak, bank and post office work, clerical work and any other work assigned by the superior authority.
3. The advertised post will be suitable for those possessing 10+2/Sr. Intermediate. The post may not be suitable for candidate(s) who is possessing higher qualification such as PG degree or Professional degree like MBA/MCA/ B.E./B.Tech/M.Tech, Medical degree such as (BHMS, MBBS, BDS etc) and Ph.D.
4. Centre for Written examination test will be held at HYDERABAD (TELANGANA STATE) only. The syllabus for the examination and mode of selection is given below.
5. **Please go through General instructions/information carefully before filling the application form. In complete/non legible filling of application form/not attaching application fee will lead to summary rejection of application.**

GENERAL INSTRUCTIONS / INFORMATION

1. The pay & allowances etc. are admissible as per Government of India order as applicable to the Society. Other benefits include New Pension Scheme, Medical reimbursement, LTC etc., as per rules of the Society.



2. A candidate who claims to belong to SC/ST/OBC (OBC Non creamy layer) has to submit in support of his/her claim a self-attested or attested copy of a certificate in the prescribed form issued by the Competent Authority specified by the Central Government.
3. The maximum age limit for **UR/OBC/SC/ST** candidates shall be 25 years on the closing date. **Therefore, Candidates born on or before 11.10.1993 need not apply.**
4. Upper age limit is relaxable for Ex-Serviceman and Persons with disabilities (PWD) as per orders of Govt. of India issued from time to time. Age limit will be applicable as on closing date.
5. Women candidates fulfilling eligibility criteria are encouraged to apply.
6. Persons with Disabilities may apply against the above post and will be considered alongwith other candidates, if otherwise found eligible (fulfill the qualification and experience).
7. The application must be submitted alongwith Demand Draft for ₹500/- for UR & OBC candidates and ₹250/- for SC/ST/PWD/Women Candidates. **Application fee is not-refundable under any circumstances.** DD/bank draft should be drawn in favour of "C-MET", Payable at Hyderabad.
8. Those employed in Govt. Deptt/PSUs/Autonomous Bodies should send their application through proper channel by **12.11.2018** otherwise his/her application will not be further processed/screened in for written examination. Therefore, onus lies on the candidate to ensure that his application through proper channel forwarded within the stipulated date.
9. Mode of selection will be based on written examination only **and there will be no interview.** The final merit will be determined on the basis of highest mark scored among the candidates appeared in the written examination. For further details please refer to mode of selection criteria.
10. The Centre reserves the right to increase or decrease the number of posts, not to make recruitment to any post(s), to shortlist candidates for written test and to accept or reject any application at any stage without assigning any reason.
11. The number of vacancies is subject to change and the Centre reserves the right in this matter.
12. Copies of certificates/testimonials duly self-attested by the candidate should be enclosed along with the application.
13. No interim enquiries/correspondence/communication of any sort will be entertained on the matter and or after the selection procedures. The information shall be provided to the short listed candidates for written test by e-mail. The offer letter of selected candidates shall be sent through Speed-Post and by e-mail.



14. Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post applied for.
15. Application incomplete in any respect and not accompanied by relevant certificate/documents/photograph/prescribed application fee/incomplete application/application not in the prescribed format will be summarily rejected. **All documents to be attached with the application format shall be Self-attested viz certificates, marks sheets, testimonials, etc.**
16. The original documents will be verified at the time of written test, if the candidate fails to produce the original documents at the time of verification, he/she will not be allowed to attend the written test. Detailed information regarding this will be indicated in your call letter.
17. Please use a separate sheet wherever required.
18. Applications which do not meet the criteria given in this advertisement and / or are found incomplete are liable to be summarily rejected.
19. Candidates should not furnish any particulars, which are false, fabricated or tampered educational qualification or suppress any material / information while submitting the application. The appointment of selected candidate shall be subject to verification of educational qualification/experience.
20. 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 cause / dispute.
21. All expenses for appearing in written test shall be borne by the candidates themselves. **No TA / DA shall be paid.**
22. **Please note that all future correspondence regarding the date of written examination, results etc. shall be uploaded on the society website only and/or sent to the email I.D. provided by the candidates. Candidates should ensure that the email I.D. provided by them is correct/legible in all respects. The candidates should check their email (including spam) & society website on a regular basis. If any information is delayed due to technical reasons, the society would not be responsible for the same.**
23. The society shall verify the antecedents of the candidate and the documents submitted by him / her at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or that the candidate has suppressed relevant information, then his / her services shall be liable to be terminated without prejudice to any other action initiated by the society.
24. In case of any inadvertent mistake in the process of selection, which may be detected at any stage, even after the issue of appointment letter, the society



reserves the right to modify/cancel / withdraw any communication made to the candidate.

25. Candidate's admission to the written test is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his candidature has been finally cleared by C-MET. Detailed instructions regarding written test will be sent to short listed candidates by e-mail and it will appear in the website of C-MET.
26. At present the place of posting is Hyderabad but liable to be transferred to any of the C-MET labs.
27. **Please ensure that you have written the option (Yes/No) regarding RTI Provisions in the application form.**
28. Amendments/Changes, if any, in the advertisement shall be published only on C-MET website.
29. **The last date for submission of application shall be 12.10.2018.**
30. **The closing date for those reside in North Eastern States, Andaman & Nicobar islands, Lakshadweep Islands and notified areas of J&K and Himachal Pradesh by Government of India shall be 12.11.2018.**
31. **The Society shall not be responsible for transit, postal and other delays. Therefore, candidates should ensure to send their application well in advance to reach before the closing date.**
32. For application Format and for other details please log on to our website www.cmet.gov.in.

Interested candidates may download application form from our website www.cmet.gov.in and send duly filled application in the prescribed format, superscribing the name of the post applied for, along with a non refundable application fee (Pl. see Sl. No. 6). The completed application form in all respects along with recent color passport-size photograph, self-attested copies of certificates in support of age, qualification, caste & experience should be sent in a sealed envelope superscribing **"Application for the Post of Multi Task Assistant (MTA)"**

To
The Administrative Officer,
Centre for Materials for Electronics Technology (C-MET),
IDA Phase – III ,
Cherlapally, HCL (P.O.)
Hyderabad – 500 051 (Telangana State)



Centre for Materials for Electronics Technology (C-MET)
Hqrs: Pune

SYLLABUS FOR
MULTI TASKING ASSISTANT
LEVEL 1 (Rs.18000-56900)

Detailed pattern of the Exam:

The written exam will be conducted online/offline (manual) which will be consisting of 100 objective type multiple choice questions (MCQs) of one mark each for a total of 100 marks. There will be negative marking of 0.25 marks for each wrong answer given. The format of the question paper will be of Objective Type-multiple choice questions only. Duration of the examination will be 90 minutes. The language of the exam will be English only.

The written Examination has been divided into four Sections and each Section will carry 25 marks as follows:-

| | |
|---|----------|
| Section A - Mental Ability/ reasoning | 25 marks |
| Section B - Arithmetical Ability | 25 marks |
| Section C - English Language | 25 marks |
| Section D - General Awareness & Current Affairs | 25 marks |

| Sr. No | Name of Tests (Subject) | No. of Questions | Maximum Marks | Minimum qualifying marks per Section | Level of examination |
|--------|-------------------------------------|------------------|---------------|--------------------------------------|-----------------------------|
| 1. | Mental Ability/ Reasoning | 25 | 25 | 12.5 | 10+2 level |
| 2. | Arithmetical Ability | 25 | 25 | 12.5 | 10 th /SSC level |
| 3. | English Language | 25 | 25 | 12.5 | 10 th /SSC level |
| 4. | General Awareness & Current Affairs | 25 | 25 | 12.5 | 10+2 level |
| | Total | 100 | 100 | 50 | |

Note: The qualifying marks for selection will be 70% marks in aggregate and not less than 50% in each Section (i.e. Minimum qualifying marks per Section is 12.5 marks).



Centre for Materials for Electronics Technology (C-MET)
Hqrs: Pune

METHODLOGY OF SELECTION

MODE OF SELECTION: Mode of selection will be based on written examination only and there will be no interview.

The Selection Process: The qualification prescribed is the MINIMUM requirement and the same does not automatically make candidates eligible for WRITTEN TEST. Based on the academic performance in the 10th standard and 10+2 standard, initial screening may be conducted and a higher cut-off percentage may be adopted to short-list candidates for taking-up written test. The written test will be conducted at HYDERABAD ONLY. The criteria adopted by the initial screening committee will be notified in the website. The call letters will be sent only by e-mail.

Those who secure minimum 50% marks in written test in each Section and aggregate of 70% marks will be considered for empanelment in order of merit, subject to number of vacancies notified. The final merit list would be determined on the basis of total score obtained by the candidates in the COMPUTER BASED WRITTEN TEST/ MANUAL WRITTEN EXAMINATION.

In case of more than 1 candidate scoring highest mark, (a) the final merit will be determined on the basis of highest mark scored among the candidates in the Mental Ability/ reasoning(Section A) will be selected, (b) even then more than 1 candidate tie up, then final merit will be determined on the basis of highest mark scored among the candidates in BOTH MENTAL REASONING(Section A) AND ARITHMETICAL ABILITY(Section B) will be selected and (c) Even then more than 1 candidate tie up with highest mark, then final merit shall be based on the older among the candidate as per their "date of birth" as illustrated below:

| S No | Name | Date of Birth | Mental Ability / Reasoning (Section A) | Arithmetical Ability (Section B) | English Language (Sec.C) | GA Current Affairs Sec.D) | Total (Sec.A+B+C+D) | Rank |
|------|------|---------------|--|----------------------------------|--------------------------|---------------------------|---------------------|------|
| 1 | A | 10.06.1997 | 18 | 16 | 18 | 20 | 72 | 1 |
| 2 | B | 18.05.1996 | 17 | 18 | 20 | 17 | 72 | 1 |
| 3 | C | 11.09.1994 | 18 | 16 | 18 | 20 | 72 | 1 |
| 4 | D | 18.10.1993 | 18 | 16 | 19 | 19 | 72 | 1 |

When all the top 4 candidates scored equal mark:

1. After adoption of 1st methodology (highest mark among the toppers in Mental reasoning-Section A): Candidates at Srl No 1, 3, 4 scored equal marks and Candidate 'B' eliminated from the ranking.
2. After adoption of 2nd methodology (highest mark among the toppers in A Ability): again candidates at Srl No. 1, 3, 4 scored equal marks.
3. After adoption of 3rd methodology (older among the candidates) by invoking - date of birth, the ranking will be as under:

| S No | Name | Date of Birth | Mental Reasoning (Sec. A) | A Ability (Sec. B) | English language (Sec. C) | GA Current Affairs (Sec. D) | Total (Section A+B+C+D) | Rank |
|------|--|---------------|---------------------------|--------------------|---------------------------|-----------------------------|-------------------------|------|
| 1 | A | 10.06.1997 | 18 | 16 | 18 | 20 | 72 | 3 |
| 2 | Eliminated after 1 st methodology | | | | | | | |
| 3 | C | 11.09.1994 | 18 | 16 | 18 | 20 | 72 | 2 |
| 4 | D | 18.10.1993 | 18 | 16 | 19 | 19 | 72 | 1 |