



सेन्टर फॉर मेटिरियल्स फॉर इलेक्टॉनिक्स टेक्नोलाजी (सी-मेट)
CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)
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Advt. No. HD/02/Rectt/1/SP-49/2024

Engagement of **Program Coordinator**_Walk in interview on 15.10.2024 (TUESDAY)

Centre for Materials for Electronics Technology (CMET) is an autonomous scientific society under Ministry of Electronics and Information Technology (MeitY), Government of India, dedicated to the furtherance of competent research and development in the firmament of Electronics Materials.

A Project for "Informal Sector Capacity Building Upgradation with formation of recycling clusters under MSME scheme and Enabling Technology for Recovery of Resources from Electronic Waste thereby Promoting Resource Efficiency and Circular Economy" has been sanctioned to this Laboratory. The mandate envisaged in the Project shall be completed within 3 years from the date of commencement.

C-MET intends to engage a Program Coordinator (PC) for the Project during its execution. The engagement is purely on a contract basis only, initially for a period of one year, extendable on year-to-year basis on satisfactory performance and is co-terminus with the project. The engagement of PC would be on a full-time basis, and they would not be permitted to take up any other assignment during the period of PC in C-MET. The engagement of PC is purely contractual (non-official) nature against the specific jobs/assignments.

Name of the Position	No. of posts	Educational Qualifications	Emoluments
Program Coordinator (PC)	01 (UR)	First class (60%) Graduation in any discipline with a PG Diploma in Finance/Management or Postgraduate in Commerce or MBA (HR/Finance) from a recognized University Experience: 15 years experience in Government/ ABs/ Statutory Bodies/ Universities or Central Academic Institutions in Administration/ Finance/Procurement in a responsible position (Group 'A'). Eligibility: Retired Officers with at least 3 years regular service in the Pay Matrix Level 10 and above shall be eligible.	Max. ₹ 70,000/- consolidated p.m. (The remuneration will be fixed as per the DoPT instructions as contained in the OM dated 09.12.2020)

Name and No. of Position

Program Coordinator- 1 (one) - on contract basis

Duration	1 (one) year but extendable on year to year basis up to the end of the project.
Remuneration	<p>The remuneration will be fixed as per the DoPT instructions as contained in the OM dated 09.12.2020 i.e., fee should not be exceeding (Last Pay drawn + DA) minus (Pension + DR thereon). However, maximum cap shall be ₹70,000/- (all inclusive).</p> <p>PC shall not be entitled to any kind of allowance. However, if they require to travel inside the country in connection with the official work of the Authority, TA/DA as admissible to a regular employee of the same grade he/she retired from will be paid to him/her after obtaining approval of the competent authority.</p>
Age limit (maximum)	Upto 65 years as on the as on date of walk-in interview
Educational qualification	First class (60%) Graduate in any discipline with a PG Diploma in Finance/Management or Postgraduate in Commerce or MBA (HR/Finance) from a recognized University
Experience	15 years experience in Government/ABs/Statutory Bodies/Universities or Central Academic Institutions in Administration/Finance/Procurement in a responsible position (Group 'A'). Applicant should possess practical knowledge of computer applications and internet usage.
Eligibility Criteria	Retired Officers with at least 3 years regular service in the Pay Matrix Level 10 and above shall be eligible.
Brief Job Responsibilities	<p>Framing of engagement norms for Project positions & filling of project positions and procurement norms</p> <p>Procurement of various materials/services essential for the project</p> <p>Preparation of periodic/annual budget estimates and monitoring of the expenditure vis-à-vis the budget</p> <p>Preparation of Utilization Certificate/Statement of Expenditure of the project</p> <p>Providing periodical progress reports and reports required by the funding body/Project Manager/Director of CMET</p> <p>Preparing Agreements, MOUs with stakeholders</p> <p>Engagement of accelerators to implement the project. Monitoring and guiding the accelerators whenever</p>

required.

Communicating with other stake holders of the project, MeitY, state governments, MSME, and coordinating with project manager.

Disbursement of grants to the other stakeholders of the project as per Government Rules and obtaining the necessary UCs/SEs from them

Preparing EOI and modalities for the selection of vendors/collaborators etc.

Co-ordination with statutory agencies, different State Government Pollution Control Boards and have a detailed correspondence with these agencies **independently.**

Coordinating and obtaining statutory approvals in connection with implementation of the project

Any other duty/works connected with the project, as assigned by C-MET/Project Manager as the case may be

Mode of selection

WALK-IN-INTERVIEW

Registration

Interested and eligible candidates (fulfilling qualification, age, and experience) attending the walk-in-interview shall inform through e-mail about their intention on attending the interview for the purpose of making arrangements. However, there is no need to send Bio-data/resume through e-mail. Candidates not able to attend the interview need not send any documents through e-mail.

Contact person: G K Venkatesan, Administrative Officer, e-mail id: venkatesan@cmet.gov.in.

Selection process

In case of number of eligible candidates turned up for interview is less than 3 (three), C-MET may go ahead and interview the eligible candidates reported/appeared before the selection committee or reschedule the interview or cancel the advertisement. The decision of competent authority/C-MET in this regard i.e. holding interview, selection and/or engagement shall be final and binding.

Date of Interview

15.10.2024 (TUESDAY) at 10.30 hours onwards.

Reporting & Registration time : **09.00 – 10.00 hours** (in exceptional cases upto 1100 hours) for the purpose of verifying the documents. Only eligible candidates

fulfilling the age, educational qualification and experience will be allowed to appear for interview. Candidates are requested to bring original certificates, relieving order/LPC etc for verification. The application should be submitted in the prescribed proforma only.

Medical Fitness

Considering the nature of duties/work involved, only medically fit persons may apply.

Joining time and Tenure

The selected candidates should be prepared to join within 2 weeks (15 days) from the date receipt of offer of engagement. The Contract would be for a period of 12 months but extendable on year-to-year basis upon reviewing the performance by a committee constituted by Director.

Deduction of IT/TDS

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.

Termination of Contract

The C-MET may terminate the contract to which these terms apply if:

The PC is unable to address the assigned work/ Quality of the assigned works is not to the satisfaction of C-MET.

The PC fails in timely achievement of the milestone as finally decided by the C-MET.

The PC is found lacking in honesty and integrity.

The engagement of PC can be terminated by C-MET at any time without assigning any reason thereof. However, PC will have to give 30 days advance notice before resigning from the engagement otherwise remuneration will be proportionately deducted in case of short period notice.

Cancelling of Recruitment Process

The documents submitted by the candidate at the time of the interview, if found incorrect/false, his candidature will stand cancelled. If any of these shortcomings are detected after an appointment, his services are liable to be terminated. C-MET has the right to reject the candidature at any stage and the decision of C-MET will be final.

General Terms and conditions

No TA / DA is payable for attending the interview.

C-MET reserves the right to raise/modify the eligibility criteria of the minimum educational qualification and/or minimum work experience.

PC will be entitled to 1½ day leave per completed month on pro-rata basis or not exceeding 18 days in a calendar year. Accumulation of leave beyond a calendar year shall not be allowed.

C-MET reserves the right to revise the terms & conditions during the tenure of the contract.

PC will neither be entitled to the benefits of Provident Fund Scheme nor Gratuity on conclusion of the contract.

The contractual engagement will not confer any right or entitlement for claiming absorption against any regular post in C-MET.

Working hours of C-MET are 9.00 AM to 5.30 PM during working days. However, in exigencies of work they may be required to sit late and may be called on Saturday/Sunday or other holidays.

Above terms and conditions are only brief and illustrative. C-MET has every right to modify the same in the interest of the Project.

PC will be required to examine cases/proposals, policy issues, court cases, in the light of Central Government rules and regulations, prepare briefs/presentations and analyses the proposal assigned to them by their controlling officers. They shall be fully conversant with MS-Word/PPT/Excel etc. They will not be provided with any typing assistance. They Should be familiar with e-office mode of working.

They will maintain highest standards of integrity, transparency, competitiveness economy and efficiency while working as PC in the Project.

They will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement as PC in C-MET.

They will not utilize or publish, or part of document related to C-MET, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of their assignments or during the course of assignment without written consent of C-MET.

Attention to be drawn to Central Vigilance Commission's Circular No. 01/0/2017 dated 23.01.2017 and circular No. 08/06/2011 dated 24.06.2011 regarding engagement of Consultants (PC). They will be completely accountable for any advice, or any service rendered by them during their engagement in view of norms of ethical business and professionalism.

They neither represent or give opinion or advice to others in any matter which is adverse to the interest of the Organization does not indulge in any activity outside the terms of the contractual assignment.



Centre for Materials for Electronics Technology (C-MET), Hyderabad

Advt. No: HD/02/Rectt/1/SP-49/2024

Engagement of Project Personnel

Affix Latest
Passport Size
Photograph
Duly Signed

APPLICATION FORM

1. Position applied for :
2. Name in full (in BLOCK letters) :
3. Father's/Mother's/Husband's Name :
4. Date of Birth (Proof to be enclosed):
5. Age as on closing date :
6. Nationality :
7. Address
 - (a) Permanent : _____

 - (b) For communication : _____

8. Telephone & **Mobile No.** :

9. **Email id** :
(IN CAPITAL LETTERS)
10. Whether belongs to GEN/SC/ST/OBC(NCL)/PWD :
(**Proof to be enclosed**, /strike out whichever is not applicable)

Contd..2/-

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11. 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:

12. Educational Qualifications :
(in chronological order starting with 10th /Matric onwards) - *Use extra sheet, if needed.*

Exam Passed	Year of Passing	University / Board	Subject	Marks	Percentage of Marks

13. Details of Experience; if any (particulars of all previous and present employment) (starting with the most recent) - *Use separate sheet, if needed.*

Name of the Organization / Company/ firm	Post/Position Held	Duration		Detailed nature of duties performed (Use separate sheet)*
		From	To	

* Use separate sheet duly authenticated by your signature
(Pl. attach self attested copies of certificates)

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. Name of the institution/organization in which you are working:
- b. Name of the position:
- c. Duties & Responsibilities:
- d. Any other information:

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16. Whether qualifications/experience prescribed for the position applied for are satisfied (if any of the qualification secured by you is considered equivalent to the prescribed, indicate authority thereon):

17. References (two references) **(Must be indicated clearly)**

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

Mobile No.

Mobile No:

E-mail id:

E-mail id:

18. Full/Half page write up on how the experience gained by the applicant suits the requirement of C-MET for the advertised position:

19. Any other information you may like to indicate:

20. List of Enclosures

Sr No	Details

DECLARATION

I hereby declare that I have carefully read and fully understood all the instructions and details pertaining to the position being applied by me and all statements made and information furnished in this application are true and complete to the best of my knowledge and belief.

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. I have gone through the important instructions of the advertisement and agree for it.

Place :

Date :

Signature of the candidate