CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)
c Society, Ministry of Electronics and Information Technology (MeitY), Govt. of India)
Panchawati, Off. Pashan Road, Pune – 411 008.
Phone: +91-20-25898390, 25898141   Fax: +91-20-25898180   Website: www.cmet.gov.in
===

Advt. No. : PN/ADM/RST/020/2020

Recruitment of temporary position of Administrative Assistant (1 No.),Project Associate-I (1 No.) and Project Assistant.

C-MET invites eligible and highly motivated candidates for filling up the following temporary and time bound position under MeitY, New Delhi sponsored Project entitled "Centre for Excellence on Additive Manufacturing (CoEAM) Vertical-B" (PN/SP/085B)" at C-MET, Pune. The position is purely temporary till the Project closure i.e.17/08/2023 or co-terminus with the project whichever is earlier.

Sl. No.	Name of the Position	No. of Positions	Educational Qualifications	Emoluments
1	Administrative Assistant Under project PN/SP/085B	01 No.	**Qualification :** Any graduate with good computer knowledge and MS office tools, well versed with Administrative, Purchase rules and procedures including GeM procurement and Accounts, etc. **Desirable:** Persons having work experience of minimum 2 years. Personal served in Govt. PSU / Autonomous Bodies / Statutory Bodies, State government will be preferred.	Rs. 18,000/- per month + 24 % HRA.
2	Project Associate-I Under project PN/SP/085B	01 No.	**Qualification :** M.Sc. in Physics, Electronic Science or BE/B.Tech in Mechanical / Electronics. **Desirable:** Chemistry / Materials Science, Polymers, Composite materials, Optoelectronics, CAD design and software / Programming in Matlab, Python, C/C++ **Work Profile:** Development of Composites of using LTCC functional materials, participating in hardware and software designing of 3D printer, carrying out CAD designs and CAD software modifications, carrying out experiments on 3D printer at various stages of development, interaction with equipment manufacturer at every stage of machine development, development of LTCC packages using 3D printing process, designing an individual layers and interacting with machine software for building up the package. Trials and modification of design, defining modifications in material development.	Rs. 31,000/- per month + 24 % HRA.
3.	Project Assistant Under project	01 No.	**Essential Qualification :** B.Sc. Physics /Chemistry/Electronics or Diploma in Mechanical or Electronics.	Rs. 20,000/- per month + 24 % HRA

| PN/SP/085B | | **Desirable :** Chemistry/Materials Science, Polymers, Composite Materials, Optoelectronics.
 Work Profile : Carrying out day to day experiments for materials development, including ceramic, glass, Ag and Ag-Pd metals and composites, Assisting in experiments on 3D printer at various stages of development. | |

TERMS & CONDITIONS:

1. Registration for Walk-in-Interview: Between 09.00 Hrs. to 10.00 Hrs on 06/10/2022.

2. Age: Not exceeding 35 years, as on **06/10/2022.** Age relaxation as per GOI norms.

3. Nature of Position: The engagement to the above position is purely temporary and time bound as mentioned above.

4. Leave and Medical facilities will be as per C-MET's rule for temporary staff.

5. **Application Fee: Rs.50/- online to Centre For Materials For Electronics Technology, Pune Bank Name: Punjab National Bank, Account No; 0495000100063589, IFSC Code: PUNB0049500, Account Type: Saving, Branch: Pashan Pune and receipt of the same must be attached with the application form. Demand Draft in favour of CMET Pune is also acceptable. <u>No application fee for SC/ST and Woman Candidates.</u>** Application received without application fee will not be considered and fee once paid will not be refunded under any circumstances.

6. Interested candidates may appear for walk-in-interview on **06/10/2022** at **9:30 a.m**. onwards before the selection committee with the original certificates along with the filled application in the prescribed format available on website.

7. Depending upon the no. of candidates, the selection interviews can may get extended for the next day i.e on 07/10/2022 for the post of Project Associate-I & Project Assistant for the candidates registered on 06/10/2022 only.

8. No TA/DA will be paid for attending the interview.

9. 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.

10. Only Indian Nationals need to apply. Appointment of selected candidates is subject to his / her being declared medically fit as per the requirement of C-MET. 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.

Sd/-
In-charge Administration

(See application format below)

APPLICATION FORMAT

<div style="border:1px solid black;">
Passport
size
photograph
with self
attestation
</div>

1.	Notification No.	:	PN/ADM/RST/020/2020
2.	Application for the position Administrative Assistant / Project Associate-I	:	
3.	Name of the Candidate (in Capital letters)	: :	
4.	Mother's Name	:	
5.	Father's Name/Husband's Name		
6.	Date of Birth & Age as on 06/10/2022	:	
7.	Whether belong to SC/ST/OBC/PWD	:	
8.	Nationality	:	
9.	Address		

     (a) Permanent   : _____

 _____

 _____

     (b) For communication   : _____

 _____

 _____

 _____

10.	Telephone & **Mobile No** if any	:	
11.	**Email id**, if any	:	

12. Educational qualifications (SSC onwards)

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						
5						
6						

13 Have you passed NET/CSIR-UGC Joint exam/GATE ?

(If 'yes' please indicate)

i)   Name of the exam passed   :

ii)   Date of exam passed   :

iii)   NET/CSIR-UGC Joint exam/GATE   :

Qualified certificate No.

14. Previous experience:

(Furnish Details such as post/fellowship, period worked, name of the organization/institution etc.,).

15. Present Position

i)   If you are studying, please mention course/subject details.

ii)   Details of fellowship/post

iii)   Name of the institution/organization in which you
are studying/working.

16. Projects under taken at PG level/working organization

17. Application fee payment details:

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

i)   _____   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