



CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)

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

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Advt. No.C-MET/HD/SP-41/Rectt/02/2019-20

**Advertisement for engagement of Finance Cum Administrative Officer (FAO)
on contract basis**

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 entitled "Establishment of Centre of Excellence on E-Waste Management (CoE) has been sanctioned to this Laboratory on Mission Mode Basis. The mandate envisaged in the Project shall be completed within 5 years from the date of commencement.

C-MET intends to engage One Position of Finance cum Administrative Officer (FAO) for the Project during its execution. The engagement is purely on contract basis only, initially for a period of one year, extendable on year to year basis on satisfactory performance.

Name and No. of Position	Finance cum Administrative Officer (FAO) - 1 (one) - on contract basis
Duration	1 (one) year but extendable on year to year basis
Remuneration	The remuneration will be fixed as per DOPT instructions as contained in OM No. 16012/12/2005 ESH-(Allowances) dated 10.03.2003 i.e fee should not exceed (Last Pay drawn + DA) minus (pension + Dearness pay thereon). However maximum cap shall be Rs. 70,000/- (All inclusive).
Age limit (maximum)	Upto 63 years as on 01.10.2019
Educational qualification	Graduate with a PG Diploma in Finance/Management or Post Graduate in Commerce or MBA (HR/Finance) from a recognized University as per Government of India norms
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	<p>Retired Officers with atleast 3 years regular service in the PB3: Rs.15600-39100 with GP Rs.7600/Pay Matrix Level 12 and above shall be eligible.</p> <p><i>Note: Pay band and GP granted under ACP/MACP are personal to the officer, therefore, need not be mentioned.</i></p>
Brief Job Responsibilities	<p>Framing of Rules & Regulations, Bye Laws and engagement norms for Project positions & filling of project positions, and procurement norms</p> <p>Creating infrastructure facilities for CoE facility,</p> <p>Procurement of Process and characterization equipment and revenue/consumables and raw materials etc</p> <p>Preparing Agreements, MOUs with stakeholders</p> <p>Preparing EOI and modalities for the selection of start up companies</p> <p>Liaison and approval as may be required from State Government, CPWD, SPCB/CPCB, IIT/NIT and other Government agencies in connection with implementation of CoE</p> <p>Any other duty/works connected with CoE assigned by C-MET/Project Manager or CEO as the case may be</p>
Mode of selection	WALK-IN-INTERVIEW
Registration	<p>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.</p> <p>Contact person: G K Venkatesan, Administrative Officer, e-mail id: venkatesan@cmet.gov.in.</p>
Selection process	<p>In case of number of eligible candidates turned up for interview is less than 3 (three), it will be at the discretion of the competent authority to go ahead and interview the eligible candidates reported/appeared before the selection committee or postpone/cancel for another date. The decision of competent authority/ C-MET in this regard i.e. holding interview, selection and/or engagement shall be final and binding.</p>

Date of Interview	04.11.2019 at 1100 hours onwards. Reporting & Registration time : 0930 - 1030 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 CoE.
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	<p>The C-MET/CoE may terminate the contract to which these terms apply if :</p> <p>The FAO is unable to address the assigned work/ Quality of the assigned works is not to the satisfaction of C-MET/CoE.</p> <p>The FAO fails in timely achievement of the milestone as finally decided by the C-MET/CoE.</p> <p>The FAO is found lacking in honesty and integrity.</p> <p>The C-MET/CoE reserves the right to terminate the contract by giving 15 days notice to the consultant. Terminations shall be effected by written notice served on the FAO and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party `s rights accrued before termination.</p> <p>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 appointment, his services are liable to be</p>

terminated. C-MET/CoE 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 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.

FAO will be entitled to one day leave for every month of service, which can be availed of at any time during the period of the contract.

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

FAO 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 is 9.00 AM to 5.30 PM. FAO is expected to put in minimum 42 Hours of work per week.

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