

Advertisement No. HYD/01/2020

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	Mode of Recruitment
1	Office Assistant (OA-II) *	5 (₹29200-92300) [Gross Emoluments: ₹45,000/- (approx)]	1	Unreserved Category	25 years	Director Recruitment / Absorption

* subject to approval of Governing Council of C-MET.

- **For application fee see Sl. No. 7 of General Instructions below.**
- **Last date for receipt of applications: 21.03.2020 (Also see Sl. No.30 of General Instructions below).**

NOTE:

1. Essential/Desirable qualifications for Direct Recruitment/Absorption as per Recruitment Rules Col. (7) and (11) are reproduced below:

Col (7) - Direct Recruitment	Essential: a) Graduate from a recognized University/Institution in any discipline. b) Working knowledge of Computer operation. c) Typing speed of 35 wpm in English on computer Desirable: Typing speed of 30 wpm in Hindi
Col (11) - Absorption	<u>Officers of the Central/State Government:</u> a) (i) holding analogous post on regular basis OR (ii) With at least 4 years service in the grade rendered after appointment thereto on a regular basis in posts in scale of Level 4 of Pay Matrix Rs.25500-81100 b) Possessing the qualifications and experience prescribed for Direct Recruits under column 7

2. Date of written examination will be notified in our website only.
3. 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.
4. **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. **AGE:** Between 18 and 25 years. The maximum age limit for UR/OBC/SC/ST candidates shall be 25 years on the closing date. **Therefore, Candidates born on or before 20.03.1995 are not eligible for Director Recruitment and hence need not apply. For others,**
 - (i) Age relaxation to be given to Government Servants would be governed as per DoPT's instructions issued from time to time.
 - (ii) Upto 40 years in DR Mode to serving employees of Autonomous Societies under MeitY.
3. 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.
4. 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.
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 **within 15 days from the closing date**, 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 test & skill test only **and there will be no interview**. Only those ranked first 25 in the written examination will be called for Skill test in Typing @ 35 words per minute. Typing test is only a qualifying test and hence the marks scored in typing test shall not be reckoned in drawing up the merit list. The one who tops in the written test and also qualifies in the typing test shall be eligible for the post. For further details please refer to selection methodology.

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 will 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 offer of appointment/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 only** 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/Corrigendum, if any, in the advertisement shall be published only on C-MET website.
29. **The last date for submission of application shall be 21.03.2020.**
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 31.03.2020**
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. 7). The completed application form in all respects



सेन्टर फॉर मेटिरियल्स फॉर इलेक्टॉनिक्स टेक्नोलॉजी (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 Fax: +91-40-27261658 Web: www.cmet.gov.in

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 Office Assistant-II (OA-II)"**

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

Sd/-
Director

* * * * *

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

**SYLLABUS AND SELECTION METHODOLOGY FOR RECRUITMENT OF
OFFICE ASSISTANT II LEVEL 5 (Rs.29200- 92300)**

**Selection of the candidate shall be through WRITTEN TEST & SKILL TEST ONLY AND
NO INTERVIEWS WILL BE CONDUCTED**

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.

The written Examination will be divided into five Sections and each Section will carry 20 marks as follows:-

Section A – Numerical / Arithmetical Ability	20 marks
Section B - Test of Reasoning	20 marks
Section C - English Language & Comprehension	20 marks
Section D - Basic Computer Knowledge	20 marks
Section E - General Knowledge & Current Affairs	20 marks

Level of examination : GRADUATION

Minimum qualifying marks : 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 10 marks).

Duration of the examination will be 2 HOURS. The language of the exam will be English only.

Each right answer carries one mark and for each wrong answer half mark ($\frac{1}{2}$) will be deducted

Where two or more candidates secure same mark in the Written test, the candidate who secures more mark in Numerical/Arithmetical Ability will be ranked prior to others. Where two or more candidates secure same mark in the written test and same mark in Numerical/Arithmetical Ability, the candidate who secures more mark in Test of reasoning will be ranked prior to others. Same pattern will be followed in the order of English Language, Basic Computer Knowledge and General Knowledge & Current Affairs.

Only those ranked first 25 in the written examination will be called for Skill test in Typing @ 35 words per minute. Typing test is only a qualifying test and hence the marks scored in typing test shall not be reckoned in drawing up the merit list.

The one who tops in the written test and also qualifies in the typing test shall be eligible for the post.

The qualification prescribed is the MINIMUM requirement and the same does not automatically make candidates eligible for WRITTEN TEST. Based on the academic performance, initial screening may be conducted and a higher cut-off percentage may be adopted to short-list candidates for taking-up written test.

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