



**CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY**  
(Scientific Society under M/o Electronics and Information Technology, GoI) **Athani**  
**P.O.,M.G. Kavu, Thrissur, Kerala, Pin – 680 581**  
(Tel No. 0487-2201156 – 59 (4 lines))  
**NOTIFICATION OF POST**

**Notification No. CMET/TH/ADM/10/2023**

C-MET, Thrissur Lab, invites talented persons for the following posts in some of its scientific projects sponsored by Ministry of Electronics and Information Technology (MeitY), Govt. of India.

Sl. No.	Name of the Post	Nature of the Post	No. of Post	Tenure of the Post	Qualification and experience	Age Limit	Emoluments
1.	Scientific Administrative Assistant	Temporarily on Project based.	Presently One; but likely to increase	Initially for one year and may be extended upto the completion of the Project	First Class/60% marks in B.Com <b>Experience</b> : At least Three years experience in Central/State Government/PSU /Autonomous bodies in Administrative/Finance works. (percentage of marks will be relaxed in the cases of exceptional candidates with more experience)	Not exceeding 45 years as on 31 <sup>st</sup> July, 2023	Rs. 18,000/- plus HRA per month

**Nature of Work:-**

The general nature of duties includes but not limited to the following:

To Assist in administrative, financial and procurement requirements of the project

**General Terms and Conditions:**

1. All the Posts are purely temporary and the appointment will be initially for a period of One Year and may be extended upto the completion of the Project. However, the performance of the staff will be reviewed on completion of six months service to decide the suitability for further retention. If found not suitable for further retention she/he will be terminated without any notice.
2. **A list of selected candidates will be prepared in the order of Merit and the posts will be offered as and when it arises.** In such case where a position is offered for period less than one year and the candidate accepted/joined the project, she/he will continue to be eligible for consideration to another position having duration of one year or more. This benefit will be lapsed once the candidate did not accept the offer.
3. On appointment, it will not confer any right on the appointee for claim for regular appointment.
4. Appointment of candidates are subject to verification of original documents.

5. Selected candidate will be required to produce a medical certificate of fitness in the prescribed form, from a Government Doctor not below the rank of Civil Surgeon and character certificates from two Gazetted Officers working in Central/State Government at the time of joining the post.
6. Selected candidate will be required to report for duty as mentioned in the offer (normally within 10 days from the date of offer) and no extension will be given.
7. Selected candidate will be required to work till the completion of the project and resigning from the post during the currency of the project period shall not normally be entertained.

Those who are eligible for the post may attend interview on **22.08.2023**, at “**Centre for Materials for Electronics Technology (C-MET), Shornur Road, Athani-P.O., Thrissur-680 581**”. The registration will be between **8.00 AM to 10.30 AM**. The applicants shall bring originals along with copies of documents in support of Qualification, Age etc. The applicants shall also bring one recent Passport size Photograph at the time of registration. Only those candidates who are screened in by a Committee will be considered for interview subject to verification of original documents. If more candidates are turned up, a written examination will be conducted for preliminary Screening. In such cases, those who are sufficiently ranked higher will only be considered for interview.

Sd/-  
**Administrative Officer**