

Advertisement No. HYD/01/2023[MTA]

(Able candidates belonging to the OBC (NCL) category or any other category of PwBD candidates need not apply for the post; The post is reserved for Blind/Low Vision candidates belonging to the OBC (NCL) category)

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. The Post is purely temporary, but likely to continue.

Sl. No.	Name of Post	Pay Matrix Level	No. of Posts	Reservation	Mode of Recruitment
1	Multi Task Assistant (MTA)	1 (₹18000-56900)	1*	OBC (NCL) PwBD - B & LV category	Direct Recruitment

* lien vacancy; B - Blind; LV - Low Vision; NCL : Non Creamy Layer; OBC: Other Backward Class

Essential educational qualification, age & job responsibilities:

Essential Qualifications:

Matriculation or equivalent pass

Age:

Between 18 and 25 years. The maximum age limit for OBC (Non Creamy Layer) PwBD - B & LV candidates shall be 38 years on the closing date.

Job Responsibilities:

Physical maintenance of records, general cleanliness & upkeep, carrying of files & other papers, photocopying, assisting in routine office work like diary & despatch etc. including on computer, delivery of dak, bank and Post office work, and any other work assigned by the superior authority.

Last date for receipt of applications: 30 days from the date of publication of advertisement in Employment News.

NOTE: Please go through General instructions/information carefully before filling out the application form(s). In-Complete/non-legible filling of the application form(s)/not attaching application fee will lead to summary rejection of the application(s).

GENERAL INSTRUCTIONS / INFORMATION

1. The pay & allowances are admissible as per the Government of India order applicable to the Society. Other benefits include New Pension Scheme, Medical reimbursement, and LTC, as per the Society's rules.

2. The upper age limit is relaxable for OBC (NCL)/Ex-Servicemen (OBC-NCL) candidates belonging to Persons with Benchmark Disabilities (PwBD) as per Govt. of India orders issued from time to time. The age limit will be applicable as of the closing date. Therefore, Candidates born on or before 18.06.1985 [**subject to the release of the advertisement in the Employment News dated 20-26 May 2023 edition**] are not eligible for Direct Recruitment and hence need not apply. For others, age relaxation to be given to Government Servants would be governed as per DoPT's instructions issued from time to time.

3. A candidate who claims to belong to Persons with Benchmark Disabilities (PwBD) belongs to OBC (Non-creamy layer) has to submit two separate certificates in the prescribed form issued by the Competent Authority specified by the Central Government.

4. Government strives to have a workforce that reflects gender balance. Hence, women candidates fulfilling the eligibility criteria are encouraged to apply.

5. The interested candidates must submit the application form in the prescribed format, testimonials along with a Demand Draft for Rs.250/- towards application fee. The application fee is not-refundable under any circumstances. D.D./bank draft shall favour "C-MET", Payable at Hyderabad. For NEFT payment, the bank details are as under and the NEFT payment receipt should be attached to the application.

Name of the Bank : Indian Overseas Bank, Mallapur Branch
Account No. : 070501000040001
IFSC Code : IOBA0000705

6. Those employed in Govt. Deptt/PSUs/Autonomous Bodies should send their application through the proper channel within 21 days from the closing date; otherwise, their application will not be processed/screened for written examination. Therefore, the candidate to ensure that his application is forwarded within the stipulated date through the proper channel.

7. The selection mode will be based on written test only, and there will be no interview. The written examination test will be held at HYDERABAD (TELANGANA STATE). The date, venue and syllabus for the written examination will be notified on our website only.

8. The Centre reserves the right to increase or decrease the number of post(s), not to make recruitment to any post(s), shortlist candidates for written test, and accept or reject any application at any stage without assigning any reason.

9. The number of vacancies is subject to change, and the Centre reserves the right in this matter.

10. 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 shortlisted candidates for the written test by email. However, the offer of appointment to the selected candidate will be sent through Registered/Speed-Post followed by email.

11. Canvassing in any form and/or bringing any influence, political or otherwise, will be treated as a disqualification for the post.

12. 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.

13. The original documents will be verified at the time of written test; if the candidate fails to produce the original documents at verification, they will not be allowed to attend the written test. Detailed information regarding this will be indicated in your call letter.

14. Please use separate sheet(s) wherever required.
15. Applications that do not meet the criteria given in this advertisement and are found incomplete are liable to be summarily rejected.
16. Application (a) not in the prescribed format, (b) incomplete application, (c) without self-attested certificates, (d) photograph and (4) prescribed fee shall be liable to be rejected.
17. Candidates should not furnish any particulars which are false, fabricated or tampered with educational qualifications or suppress any material/information while applying. The appointment of the selected candidate shall be subject to verification of educational qualification/experience.
 - (i) The prescribed Essential Qualifications indicated are the bare minimum, and mere possession of same will not entitle the candidates to be shortlisted for a written test. The Laboratory has the right to shortlist a limited number of candidates amongst the eligible candidates as per the essential/desirable/qualification for the written test.
 - (ii) Where the number of applications received in response to an advertisement is large, it may not be convenient or possible for the Laboratory to be called for a written test/skill test of all the candidates. The Laboratory may restrict the number of candidates to a reasonable number, call for a written test/skill test based on higher qualifications higher than the minimum prescribed in the advertisement or conduct an examination in r/o all those who applied and fulfilled the defined criteria.
 - (iii) In case of more than one candidate scoring the highest mark in the written test, then final merit shall be based on the older among the candidate as per their "date of birth".
18. 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.
19. The candidate shall bear all expenses for appearing in the written test, and no TA / DA will be paid for attending the written test.
20. Please note that all future correspondence regarding the date of written examination, results etc., shall be uploaded on the society website and sent to the email ID provided by the candidates. Candidates should ensure that the email ID provided is correct/legible. The candidates should check their email (including spam) & society website regularly. Therefore, candidates are advised to fill in their correct and active email address, including alternative email address/mobile number (if any).
21. If any information is delayed due to technical reasons, the Society will not be responsible.
22. The Society shall verify the antecedents of the selected 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. Their services shall be liable to be terminated without prejudice to any other action initiated by the Society.

23. In case of any inadvertent mistake in the selection process, which may be detected at any stage, even after the offer of appointment/ appointment letter, the Society reserves the right to modify/cancel/withdraw any communication made to the candidate.

24. The 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 C-MET has finally cleared his candidature. Detailed instructions regarding the written test will be sent to shortlisted candidates by email only, and it will also appear on the website of C-MET.

25. At present, the place of posting is Hyderabad, but liable to be transferred to any of the C-MET labs.

26. Please ensure that you have exercised the option (Yes/No) regarding RTI Provisions in the application form.

27. *Number of applications received, details of shortlisted candidates, venue & date of written test, any Addendum/Corrigendum in respect of the advertisement shall be displayed ONLY on C-MET's website www.cmet.gov.in and no separate notification shall be issued in the press. Applicants are requested to regularly visit the website to keep themselves updated.*

28. For Application Format and other details, please log on to our website www.cmet.gov.in.

29. The last date for applying shall be 30 days from the publication date of the advertisement in Employment News.

30. The Society shall not be responsible for transit, postal and other delays. Therefore, candidates should send their application well in advance to reach before the closing date.

31. Interested candidates may download the application form from our website www.cmet.gov.in and send a 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. 5).

32. The candidate should send the application form completed in all respects along with a recent colour passport-size photograph, self-attested copies of certificates in support of age, qualification, caste & experience in a sealed envelope superscribing "Application for the Post of Multi Task Assistant (MTA)"

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

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