

CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)

(An Autonomous Body of Department of Information Technology, Ministry of Communications & Information Technology)

Recruitment Rules for Non-S&T Officers and Staff

RECRUITMENT RULES FOR THE POST REGISTRAR (EA-V) IN C-MET

Name of the Post	No of Posts	Classification	Scale of Pay	Whether selection or Non-Selection	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	Age Limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7	8
Registrar (EA-V)	1	Group `A'	Rs. 14300-400-18300	Selection	No	Upto 50 years (Relaxation as per Govt of India Rules)	<p><u>Essential:</u></p> <p>MBA (Personnel/Finance)/CA/ICWA with 10 years experience or Post Graduate in any discipline with 15 years experience or Graduate in any discipline with PG Diploma in Personnel Management/Finance with 20 years experience, in a responsible position in the field of Personnel Management, Financial Management, Labour Laws in a Government Office or a Public body or an R&D/Industrial/ Commercial organization of repute. He should have experience of organizing senior level meetings and should be familiar with the Govt. functioning, exposure to working of Societies, preparation of budget and related matters.</p> <p>Desirable: Experience in Establishment and Vigilance matters</p>

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Methods of recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and % of the posts to be filled by various methods	In case of recruitment By promotion, deputation/transfer (absorption), grade from which promotion, deputation/transfer (absorption) to be made	If a Departmental promotion committee exists, what is its composition	Circumstances in which Administrative Ministry is to be consulted in making recruitment
9	10	11	12	13	14
No	Two years for Direct recruits	By promotion, failing which by direct recruitment/ transfer (absorption), failing which by deputation	<p><u>For promotion :</u> Five years regular service in the scale of pay of Rs. 12000-375-16500 and having experience in administration, establishment and vigilance matters.</p> <p><u>In case of transfer (absorption)/ deputation, Officers of the Central/ State Government/ PSUs/ Autonomous bodies:</u> i) holding analogous post on regular basis or having 5 years regular service in the scale of pay of Rs.12000-375-16500/- ii) with the following qualification: Graduate. Desirable : PG Diploma in Personnel/Finance Mgmt and experience in relevant field.</p>	<p>Joint Secretary - Chairman of Admn Ministry</p> <p>One outside expert in the field of Admn/ Purchase/Finance - Member</p> <p>Executive Director - Member</p>	Not applicable

RECRUITMENT RULES FOR THE POST CHIEF FINANCE OFFICER (EA-IV) IN C-MET

Name of the Post	No of Posts	Classi- fication	Scale of Pay	Whether selection or Non- Selection	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	Age Limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7	8
Chief Finance Officer (EA-IV)	1	Group 'A'	Rs. 12000-375-16500	Selection	No	Upto 50 years (Relaxation as per Govt of India Rules)	Chartered Accountant / ICWAI / MBA (Finance) /SAS (IAAD/IACD) with 8 years experience or PG degree in Commerce with 12 years experience or Degree in Commerce with 15 years experience in a responsible position in the area of accounts, finance, budgeting, audits etc in a Government Office or a Public body or a R&D/industrial/Commercial organization of repute. Preferably having knowledge about the working of autonomous institutions and be well versed on delegation of powers and financial matters in Govt.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Methods of recruitment: Whether by direct recruitment or by promotion or by deputation / transfer (absorption) and % of the posts to be filled by various methods	In case of recruitment By promotion, deputation/transfer(absorption), grade from which promotion, deputation/transfer (absorption) to be made	If a Departmental promotion committee exists, what is its composition	Circumstances in which Administrative Ministry is to be consulted in making recruitment
9	10	11	12	13	14
No	Two years for Direct recruits	By promotion failing which by direct recruitment /transfer (absorption), failing which by deputation	<p><u>For Promotion:</u></p> <p>Five years regular service in the scale of pay of Rs. 10000-325-15200 and having experience in finance and administration.</p> <p><u>In case of transfer (absorption)/ deputation, Officers of the Central/ State Government/ PSUs/ Autonomous bodies:</u></p> <p>(i)holding analogous post on regular basis or having 5 years regular service in the scale of pay of Rs.10000-325-15200/- (ii)with educational qualification as per column 8. Desirable: Experience in a responsible position in the area of Accounts/Finance, Budgeting etc in organization of repute.</p>	<p>Joint Secretary - Chairman (F&A) of Admn Ministry</p> <p>One outside expert in the field Admn/ Purchase/Finance - Member</p> <p>Executive Director, C-MET - Member</p>	Not applicable

RECRUITMENT RULES FOR THE POST ADMINISTRATIVE OFFICER (EA-II) IN C-MET

Name of the Post	No of Posts	Classi- fication	Scale of Pay	Whether selection or Non-Selection	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	Age Limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7	8
Administrative Officer (EA-II)	3	Group 'A'	Rs. 8000-275-13500	Selection	No	Upto 35 years (Relaxation as per Govt of India Rules)	<u>Essential:</u> MBA (Personnel/Finance) with 2 years experience or Post Graduate in any discipline with 5 years experience or Graduate with PG Diploma in Management from recognized University with minimum 8 years experience in a responsible position in the field of Personnel Management, facilities management, contracts management, HRD, procurement, stores, Liaison with Govt. office etc. Preferably having working knowledge of autonomous bodies and exposure to Govt. rules and regulations.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Methods of recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and % of the posts to be filled by various methods	In case of recruitment By promotion, deputation/transfer(absorption), grade from which promotion, deputation/transfer (absorption) to be made	If a Departmental promotion committee exists, what is its composition	Circumstances in which Administrative Ministry is to be consulted in making recruitment
9	10	11	12	13	14
No	Two years in case of Direct Recruits	By promotion or transfer (absorption) failing which by direct recruitment failing which by Deputation	<p><u>For promotion:</u> Five years regular service in the scale of pay of Rs. 6500-200-10500 and having experience in administration, establishment and vigilance matters.</p> <p><u>In case of transfer (absorption)/ deputation, Officers of the Central/ State Government/ PSUs/ Autonomous bodies:</u> (i)holding analogous post on regular basis or having 5 years regular service in the scale of pay of Rs.6500-200-10500/- (ii)with educational qualification Graduate. Desirable: PG Diploma in Personnel / Finance and experience in relevant field.</p>	<p>An officer not below the level of Director or equivalent - Chairman</p> <p>An Officer not below the level of Joint Director or equivalent from the Administrative Ministry - Member</p> <p>Registrar - Member</p>	Not applicable

RECRUITMENT RULES FOR THE POST FINANCE OFFICER (EA-II) IN C-MET

Name of the Post	No of Posts	Classi- fication	Scale of Pay	Whether selection or Non-Selection	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	Age Limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7	8
Finance Officer (EA-II)	3	Group 'A'	Rs. 8000-275-13500	Selection	No	Upto 35 years (Relaxation as per Govt of India Rules)	<u>Essential:</u> CA / ICWA /MBA (Fin) /SAS (IAAD / ICAD) with five years experience or Post Graduate in Commerce with 8 years experience/ Graduate in Commerce 12 years experience in a responsible position in the area of accounts, finance, budgeting, audits etc in a Government Office or a Public body or an R&D/industrial/ Commercial organization of repute. Preferably having knowledge about the working of autonomous institutions and be well versed on delegation of powers and financial matters in Govt.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Methods of recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and % of the posts to be filled by various methods	In case of recruitment By promotion, deputation/transfer(absorption), grade from which promotion, deputation/transfer (absorption) to be made	If a Departmental promotion committee exists, what is its composition	Circumstances in which Administrative Ministry is to be consulted in making recruitment
9	10	11	12	13	14
No	Two years in case of Direct Recruitment.	By promotion or transfer (absorption) failing which by direct recruitment failing which by Deputation	<p><u>For promotion:</u> Five years regular service in the scale of pay of Rs. 6500-200-10500 and having experience in finance and administration.</p> <p><u>In case of transfer (absorption)/ deputation, Officers of the Central/ State Government/ PSUs/ Autonomous bodies:</u></p> <p>(i) holding analogous post on regular basis or having 5 years regular service in the scale of pay of Rs.6500-200-10500/- with educational qualification as per column 8.</p> <p>(ii) Desirable: Experience in a responsible position in the area of Accounts, Finance, Budgeting etc in organization of repute.</p>	<p>An officer not below the level of Director or equivalent - Chairman</p> <p>An Officer not below the level of Joint Director or equivalent from the Administrative Ministry - Member</p> <p>Registrar - Member</p> <p>CFO - Member</p>	Not applicable

RECRUITMENT RULES FOR THE POST SR. PERSONAL ASSISTANT (SA-VI) IN C-MET

Name of the Post	No of Posts	Classi- fication	Scale of Pay	Whether selection or Non-Selection	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	Age Limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7	8
Sr. Personal Assistant (SA-VI)	1	Group 'B'	Rs. 5500-175-9000	Selection	No	Upto 27 years (Relaxation as per Govt of India Rules)	<u>Essential:</u> Graduate with 3 years experience thereafter in responsible position in the relevant field with shorthand speed of 120/100 W.P.M. in English /Hindi and working knowledge of Computer operation. Desirable: Working experience in similar S & T Organization.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Methods of recruitment: Whether by direct recruitment or by promotion or by deputation/transfer(absorption) and % of the posts to be filled by various methods	In case of recruitment By promotion, deputation/transfer(absorption) , grade from which promotion, deputation/transfer (absorption) to be made	If a Departmental promotion committee exists, what is its composition	Circumstances in which Administrative Ministry is to be consulted in making recruitment
9	10	11	12	13	14
No	Two years	By promotion or transfer (absorption) failing which by direct recruitment failing which by Deputation	<p><u>Promotion:</u> Office Asst-II (SA-V) with five years regular service in the scale of pay of Rs. 4500-125-7000 and those qualified in the Shorthand / Typing test.</p> <p><u>In case of transfer (absorption)/ deputation, Officers of the Central/ State Government/ PSUs/ Autonomous bodies:</u> (i) holding analogous post on regular basis or having 5 years regular service in the scale of pay of Rs.4500-125-7000/- or 6 years of regular service in the scale of pay Rs.4000-100-6000 with educational qualification as per column 8.</p>	<p>Joint Director - Chairman from Admn Ministry</p> <p>Registrar - Member</p> <p>AO/FO/CFO - Member</p>	Not applicable

RECRUITMENT RULES FOR THE POST OFFICE ASSISTANT-I (SA-VI) IN C-MET

Name of the Post	No of Posts	Classi- fication	Scale of Pay	Whether selection or Non-Selection	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	Age Limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7	8
Office Assistant-I (SA-VI)	5	Group 'B'	Rs. 5500-175-9000	Selection	No	No	Not applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Methods of recruitment: Whether by direct recruitment or by promotion or by deputation /transfer (absorption) and % of the posts to be filled by various methods	In case of recruitment By promotion, deputation /transfer (absorption), grade from which promotion, deputation/ transfer (absorption) to be made	If a Departmental promotion committee exists, what is its composition	Circumstances in which Administrative Ministry is to be consulted in making recruitment
9	10	11	12	13	14
Not applicable	Two years	By Promotion	<u>Promotion:</u> Five years regular service in the scale of pay of Rs.4500-125-7000.	Joint Director from Admn Ministry - Chairman Registrar - Member AO/FO/CFO - Member	Not applicable

RECRUITMENT RULES FOR THE POST OFFICE ASSISTANT-II (SA-V) IN C-MET

Name of the Post	No of Posts	Classification	Scale of Pay	Whether selection or Non-Selection	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	Age Limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7	8
Office Assistant-II (SA-V)	7	Group 'C'	Rs. 4500-125-7000	Selection	No	NA	NA

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Methods of recruitment: Whether by direct recruitment or by promotion or by deputation / transfer (absorption) and % of the posts to be filled by various methods	In case of recruitment By promotion, deputation /transfer (absorption), grade from which promotion, deputation/transfer (absorption) to be made	If a Departmental promotion committee exists, what is its composition	Circumstances in which Administrative Ministry is to be consulted in making recruitment
9	10	11	12	13	14
Not applicable	NA	By Promotion Failing which by deputation	Three years regular service in the scale of pay of Rs.4000-100-6000.	Joint Director - Chairman from Admn Ministry Registrar - Member AO/FO/CFO - Member	Not applicable

RECRUITMENT RULES FOR THE POST OFFICE ASSISTANT-III (SA-IV) IN C-MET

Name of the Post	No of Posts	Classi- fication	Scale of Pay	Whether selection or Non- Selection	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	Age Limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7	8
Office Assistant-III (SA-IV)	6	Group 'C'	Rs.4000-100- 6000	Selection	No	NA	NA

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Methods of recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and % of the posts to be filled by various methods	In case of recruitment By promotion, deputation/transfer(absorption), grade from which promotion, deputation/transfer (absorption) to be made	If a Departmental promotion committee exists, what is its composition	Circumstances in which Administrative Ministry is to be consulted in making recruitment
9	10	11	12	13	14
Not applicable	NA	By Promotion Failing which by deputation	Office Clerk with 5 years regular service in the scale of pay of Rs.3050-75-3950-80-4590.	Joint Director - Chairman from Admn Ministry Registrar - Member AO/FO/CFO - Member	Not applicable

RECRUITMENT RULES FOR THE POST OFFICE CLERK (SA-III) IN C-MET

Name of the Post	No of Posts	Classi- fication	Scale of Pay	Whether selection or Non-Selection	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	Age Limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7	8
Office Clerk (SA-III)	5	Group 'C'	Rs. 3050-75-3950-80-4590	Selection	No	Upto 27 years (Relaxation as per Govt of India Rules)	<u>Essential:</u> Graduate with typing speed 35 W.P.M. in English and having working knowledge of computer operation. Desirable: Knowledge in shorthand with speed of 100/80 W.P.M. in English/Hindi.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Methods of recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and % of the posts to be filled by various methods	In case of recruitment By promotion, deputation/transfer (absorption), grade from which promotion, deputation / transfer (absorption) to be made	If a Departmental promotion committee exists, what is its composition	Circumstances in which Administrative Ministry is to be consulted in making recruitment
9	10	11	12	13	14
Not applicable	Two years	(i) 50% by Direct Recruitment. (ii) 50% from amongst Group 'D' possessing Matriculation or equivalent; failing which by Direct Recruitment.	For Promotion: Group 'D' who have rendered five years service and qualifying the IQ test and having typing skill of 35 W.P.M.	Registrar - Chairman Dy. Director from Admn Ministry - Member AO/FO/CFO - Member	Not applicable

RECRUITMENT RULES FOR THE POST OF STAFF MISCELLANEOUS (SA-II) IN C-MET

Name of the Post	No of Posts	Classification	Scale of Pay	Whether selection or Non-Selection	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	Age Limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7	8
Staff Misc-II (SA-II)	4	Group `D`	Rs. 2610-60-3150-65-3540	Selection	No	Not applicable	Not applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Methods of recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and % of the posts to be filled by various methods	In case of recruitment By promotion, deputation/transfer (absorption), grade from which promotion, deputation/transfer (absorption) to be made	If a Departmental promotion committee exists, what is its composition	Circumstances in which Administrative Ministry is to be consulted in making recruitment
9	10	11	12	13	14
No	Not applicable	By promotion	Support Misc.-I with three years regular service in the scale of pay Rs.2550-55-2660-60-3200.	Registrar - Chairman Administrative Officer - Member Finance Officer - Member	

RECRUITMENT RULES FOR THE POST OF STAFF MISCELLANEOUS (SA-I) IN C-MET

Name of the Post	No of Posts	Classi- fication	Scale of Pay	Whether selection or Non-Selection	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	Age Limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7	8
Staff Misc-I (SA-I)	6	Group D	Rs. 2550-55-2660-60-3200	Not applicable	No	Upto 27 years (Relaxation as per Govt of India Rules)	<u>Essential:</u> 8 th pass or equivalent qualification. Desirable: Matriculation/10 th pass.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Methods of recruitment: Whether by direct recruitment or by deputation / transfer (absorption) and % of the posts to be filled by various methods	In case of recruitment By promotion, deputation/transfer (absorption), grade from which promotion, deputation/transfer (absorption) to be made	If a Departmental promotion committee exists, what is its composition	Circumstances in which Administrative Ministry is to be consulted in making recruitment
9	10	11	12	13	14
Not applicable	Two years	100% by Direct Recruitment	Not applicable	Not applicable	Not applicable