



CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)
(Scientific Society, Ministry of Electronics and Information Technology (MeitY), GoI)
HQRS : Sy.No.34/2B, Panchwati, Dr. Homi Bhabha Road, NCL (PO), Pune – 411 008
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PN/ADM/RST/CONSULTANT/001/2025-26

ENGAGEMENT OF CONSULTANTS

Applications are invited for the following positions at Pune Headquarters from experienced and retired officials from Central Government/State Government/Union Territory Administration service/Autonomous Body at the PML mentioned against each:

Consultant – I PML 11 or its equivalent and above

Consultant – 2 PML- 7 or its equivalent and above

Age shall not be more than 64 years. The assignment shall be initially for a period of 1 year which is extendable for a further period depending on the work requirement. For complete details regarding job description, other terms & conditions, eligibility norms, remuneration, application format etc., please log in to our website <http://www.cmet.gov.in>. Candidates who meet the eligible criteria may attend a walk-in-interview on 15/01/2026 at 10.30 am. The applicants are required to bring originals along with copies of documents in support of Qualification, Age, Experience etc. and a Passport size Photograph. The registration will be between 09.00 am to 10.30 am. Only those candidates who are screened in by a committee will be considered for interview subject to verification of original documents.

Registrar (A)

Terms and Conditions

Consultant 1 (from PML-11 or its equivalent and above)

Consultant 2 (from PML -7 or its equivalent and above)

Eligibility	The candidate should have retired from Central Government/State Government/Union Territory Administration service/Autonomous Body
Job Description	To assist Director General on matters related to Personnel, Administrative, Purchase, Materials Management. Correspondence relating to the Headquarters. Formulation of various policies for C-MET. Framing rules and regulations of C-MET. Preparation of agenda papers for the Governing Council and Executive Committee Meetings, Preparation of minutes and overall assistance in conducting the meetings. To assist in looking after the maintenance and upkeep of the premises and the property of the Society. To assist in conducting processes related to promotion, recruitment for the Technical staff & Non-Technical staff of C-MET, To assist in review of Policy Manual. Look after Reservation, Representations, Public and Staff Grievances, Court Cases, Parliamentary questions, RTI related matters. The Consultants shall report to Director General, C-MET and work under overall supervision of Director General, C-MET <i>Note : Above mentioned job description is subject to change . Director General, C-MET has the right to change the above job description as per the needs of the Society.</i>
Period of engagement	The assignment shall be purely on short term contract basis for a period of one year extendable for a further period depending on work requirement. Selected candidate is required to join within 2 weeks (15 days) of offer.
Age limit	Not more than 64 years of age on the last date of application
Remuneration	a) For those who are drawing Govt pension, a fixed monthly amount shall be admissible arrived at by deducting the basic pension from the pay drawn at the time of retirement b) For those who are not drawing Govt. Pension a fixed monthly amount shall be admissible, equivalent to last basic pay drawn at the time of retirement. No increment and Dearness Allowance or any other pay & allowances shall be allowed during the term of contract.
Transport Allowance	A fixed amount shall be paid towards transport facility for the purpose of commuting between the residence and the place of work. This shall not exceed the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of engagement. No Dearness Allowance shall be admissible
Selection Procedure	As per C-MET rules.
Working facilities to be provided	Only the basic facilities/infrastructure will be provided to the Consultants. No Transport or Telephone/Internet facility at residence.
Type of appointment	The Appointment will be temporary purely on contract basis initially for a period of one year extendable for a further period depending on work requirement
Leave	Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar
TA/DA	No TA / DA will be paid for joining the assignment or on its completion. In case the Consultant (Headquarters) is required to travel outside Pune in the context of the work assignment. The Consultants shall be allowed TA/DA on official tour, if any, as per his entitlement at the time of retirement.
Accommodation/ HRA	Not applicable
Other benefits	Will neither be entitled to the benefits of Provident Fund Scheme nor Gratuity on conclusion of the contract.
Working Hours	The Consultants shall have to work as per the working hours of C-MET.

	However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays and weekly offs. No extra remuneration or fee would be payable if work requires late sitting or coming on holiday/weekly offs. The Consultants will be required to mark his attendance in the assigned system
Tax Deduction at Source	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 Certificate / taxes as applicable shall be payable extra, at the prevalent rates.
Confidentiality of data and documents	The work done by Consultant will be CMET's property. The Consultants shall not utilize or publish or disclose or part with, to a third party, any data or statistics or proceedings or information gathered during the course of the assignment for the office, without the express written consent of this Ministry. The Consultant shall be bound to hand over the entire set of records of assignments to the office before the expiry of the contract and before the final payment is released by the office. The Consultants shall sign an agreement of confidentiality with the Government of India to this effect and a non disclosure agreement which shall contain a clause on Ethics and integrity.
Conflict of Interest	The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No Consultant would be permitted to take up any other assignment
Termination of Agreement	<p>C-MET may terminate the services of the Consultants without giving any notice and notice period if Consultant</p> <ul style="list-style-type: none"> • Is unable to complete the assigned work. • Quality of the assigned works is not to the satisfaction of C-MET. • Fails in timely achievement of the milestone as finally decided by the Director General/Director (A), C-MET. • Is found lacking in honesty and integrity. The undertaking given by the candidates is found false. • The Consultants completes 5 years of retirement. <p>In other conditions C-MET reserves the right to terminate the contract by giving 15 days notice to the Consultant (Headquarters) and vice-versa.</p> <ul style="list-style-type: none"> • Terminations shall be effected by written notice served on the Officer on Special Duty 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.
Governing Law	The contract shall be governed by and construed in accordance with the laws of the Republic of India.
Accident, Injury etc.,during the period of engagement	C-MET shall not be responsible for any loss, accident, damage, inquiry suffered by the Consultants whatsoever arising in or out of the execution of his work including travel.
Rights of C-MET	<p>C-MET reserves the right to modify, cancel and not to proceed in the matter for engagement of Consultants at any stage with out giving any reason.</p> <p>The contractual engagement will not confer any right or entitlement for claiming absorption against any regular/contractual post in C-MET.</p>