



## **CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)**

(Scientific Society, Ministry of Electronics and Information Technology (MeitY), Govt. of India)

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CoE Advt. No. : 07/2021

### **Recruitment of Chief Executive Officer (CEO) for Centre for Excellence (CoE) on E-waste Management**

C-MET invites applications from eligible and highly motivated candidates to fill up the following temporary and time bound position under Grant-in-aid project entitled "*Establishment of Centre of Excellence on E-waste Management*". The position is purely temporary and is co-terminus with the project duration (i.e. 29.09.2024).

Name of the Position	Educational Qualifications and Experience
Chief Executive Officer (1 no.)	<p><b>Essential:</b> <b>Qualification:</b> (1) Masters degree in Engineering /Technology /Science from a recognized, accredited and reputed institute/university (2) MBA degree from a recognized, accredited and reputed institute/university</p> <p><b>Experience:</b> Minimum 12 years of overall experience in Start-up (as founder/co-founder/Managing Director/ Chairman/CEO) and/or an enabler of Start-up, Innovation &amp; entrepreneurship ecosystem by virtue of managing/leading reputed innovation &amp; start-up promoting organizations/incubators/ accelerators/ centres-of-excellence/entrepreneurship/development cells / mentoring organization etc or its flagship programmes.</p> <p><b>Desirable:</b> Ph.D. in relevant field</p>

**Maximum age: Not more than 50 years (relaxable in cases of exceptionally qualified and/or experienced candidates)**

**Emoluments: Rs.1,50,000/- per month (All inclusive, consolidated and Fixed)**

**Last Date for receipt of applications: 28.09.2021**

For application format & other important details, please visit our website [www.cmet.gov.in](http://www.cmet.gov.in)

#### **JOB PROFILE:**

CEO shall be responsible:

- to support the technical activities and maximisation of revenue generation and attaining self-sufficiency for CoE

- b. for developing strategy and business model to achieve the objectives of CoE
- c. for implementation of strategy, review and plan for continuous improvement in close association with the Director of the laboratory
- d. to give direction to the Centre of Excellence primarily towards establishing it as a key player in technology provider, strategy to build, execute & augment E-waste technologies, incubation programs, outreach activities, measure impacts, collaborate with the partners/stakeholders of the start-up/entrepreneurial ecosystem, etc.
- e. to provide overall strategic guidance, framing procedures, guidelines, best practices etc. for co-ordination, consolidation, synergy and success of incubator(s) & incubated start-ups.
- f. to identify and attract suitable start-ups & entrepreneurs.
- g. to act as the "Chief Experimenter" and encourage start-up ventures to innovate, promote the culture of innovation, help them in converting ideas into products/IPs & commercialization, create significant value for start-ups, investors & incubator
- h. to facilitate the growth of start-up and help them become successful
- i. to liaison, develop and strengthen relationships with Government, academia, other incubators, venture capitalists, angel/seed funding institutions in India and abroad for investing into the right start-ups, develop a strong cadre of mentors, service providers and other start-up ecosystem players as required
- j. to spearhead strategic relationships with key stakeholders
- k. to create a team primarily involved in managing the project operations and investments, performing outreach and other promotional activities with the culture of entrepreneurship, openness, and integrity and monitor its functioning

The CEO must be the face of CoE in all forums and responsible to represent as required, including attending important functions, industry events and public meetings. He/she must be a visionary to make the CoE self-sustainable.

### **TERMS & CONDITIONS:**

1. Selection of the candidate shall be through interview
2. Only the eligible candidates will be called for the interview
3. The institute reserves the right to restrict the number of candidates for the recruitment process to a reasonable limit on the basis of qualification and experience higher than the minimum prescribed in the advertisement.
4. Mere fulfilling the essential and desirable qualifications will not entitle an applicant to be called for interview.
5. Candidates are required to submit their application in the prescribed format, given hereunder, along with the self-attested photocopies of the documents/certificates in support of the minimum prescribed qualification, experience and age. Only self-attested recent passport size photograph should be pasted in the appropriate place in the application form.

6. The envelope containing the duly filled-in application along with requisite documents should be superscribed "APPLICATION FOR THE POST OF CEO (SP-41)" and addressed to Finance & Administrative Officer (SP-41) and sent by post to C-MET at the address given above to reach before the due date stated above.
7. Applications received after the due date and incomplete applications shall be liable for rejection
8. Nature of Position: The engagement on above position is purely temporary, initially for one year and extendable on yearly basis till the end of the project stated above.
9. Age: Not exceeding 50 years as on the last date for receipt of applications. Maximum age is relaxable in case of exceptionally qualified and/or experienced candidates. Age relaxation for SC/ST/OBC/PHC will be as per Govt. of India norms on submission of photocopies of the certificates entitling them to such relaxations.
10. It is to be ensured by the candidates that the photocopies of the documents that are required to be submitted are clear and legible. In case the documents are not legible, such applications are liable to be rejected. No correspondence will be entertained in this matter.
11. Candidates employed in government organisations are required to submit their applications through proper channel and should submit NOC before the time of interview, if called for the interview.
12. List of shortlisted candidates and outcome of the recruitment process shall be displayed on our website only. However, interview call letters will be emailed to the short-listed candidates. Hence the candidates are required to provide the email address which is regularly used and the mobile number which is in operation to receive SMS alerts, if any.
13. Any addendum/corrigendum to this advertisement shall be displayed on our website only and therefore, candidates are advised to visit our website regularly
14. The selected candidates shall not have any legal right to claim his/her regularization/appointment by absorption or otherwise against any regular post or any further contractual engagement on completion of the project/tenure.
15. Only Indian Nationals need apply. Appointment of selected candidate is subject to his / her being declared medically fit as per the requirement of C-MET. C-MET reserves the right to cancel / terminate the candidature of any candidate at any point of time during the engagement process, in case any wrong declaration, misrepresentation or concealment is detected or performance is unsatisfactory.

**DIRECTOR**

**(See application format below)**

## APPLICATION FORMAT

Passport  
size  
photograph  
with self  
attestation

1. Notification No. : CoE Advt. No. : 07/2021
2. Application for the position : **Chief Executive Officer for CoE on E-waste Management**
3. Name of the Candidate :  
(in Capital letters)
4. Mother's Name :
5. Father's Name/Husband's Name :
6. Date of Birth :
7. Whether belong to SC/ST/OBC/PWD:
8. Nationality :
9. Address  
(a) Permanent : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(b) For communication : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Telephone & **Mobile No.** :
11. **Email id** :

Contd..2/-

::2::

12. Educational qualifications (Starting from X class):

S. No	Name of the Exam passed	Name of the Institution/Board/ University	Month and year of passing	Marks Secured	Percentage	Class/ Division
1						
2						
3						
4						
5						
6						

13. Experience (Starting from current position to previous ones) (Pl. attach separate sheet, if required)

S. No	Name of the Organisation	Designation	From	To	No. of months
1					
2					
3					
4					
5					
6					

14. Papers published : *Pl. attach separate sheet*

15. Patents applied/granted, if any: *Pl. attach separate sheet*

16. Projects under taken/executed : *Pl. attach a separate sheet*  
at different levels

Contd..3/-

17. References (two references) **(Must be indicated clearly)**

1.	_____	2.	_____
	_____		_____
	_____		_____

Mobile No.

Mobile No:

E-mail id:

E-mail id:

18. Any other information:

**DECLARATION**

I affirm that the information given in this application is true and correct. I also fully understand that at any stage it is discovered that an attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may summarily be rejected or my employment terminated.

Date:

Signature of the Candidate