

**NOTIFICATION FOR THE POST OF SENIOR MANAGER/MANAGER AT C-DOT,
BENGALURU**

C-DOT (Centre for Development of Telematics) is a premier R&D Autonomous Institute of the Government of India, engaged in Research & Development of various innovative telecom related technologies.

C-DOT is looking for dynamic, experienced and qualified professionals who can contribute their best for the following vacant positions on direct recruitment basis:

Vacant Position	Level as per 7 CPC, (Category)	Place of posting
Senior Manager- (Admin & Campus)	L-13 (UR)	Bengaluru
Manager- Purchase	L-12 (UR)	Bengaluru

I. Essential qualifications and experience required are detailed hereunder:

I) Post: Sr Manager- (Admin & Campus):

A. Job Profile:

- Preparation & proposing amendments in the existing policies for organization improvement and its employees
- Ensure smooth functioning of existing ERP system in-line with Organization's goals & objectives through ERP
- Plan, coordinate and manage all administrative procedures and systems
- Monitor costs and expenses to assist in budget preparation
- Keep abreast with all organizational changes and developments and adhere to policies and regulations
- Co-ordinate and induct contractual manpower through outsourcing agencies.
- Contract administration and management related to work areas like canteen, housekeeping, travel, transport, security, Guest House etc.,
- Ensuring all statutory compliances like PF, ESI etc., related to contracts and maintenance related activities
- Liasioning with Government Agencies and other organisations on all activities related to campus
- Co-ordinating all Audits, RTIs, Government Inspections and compliances.
- Co-ordinate and conduct events & manage VIP visits
- Implementation/ compliance to Official Language and related activities
- Co-ordinate Campus related activities (Civil, electrical and construction related works)
- Maintenance of all related records and clearance of old records
- Shall also be responsible for any additional works assigned from time to time by the Management

B. Skill Sets required:

- Ability to manage multiple priorities, work efficiently under pressure and consistently meet schedule.
- Knowledge of managing the job profile and laws linked to all contracts.
- Strong oral and written communication skills and interpersonal skills.
- Introduction of SOPs wherever required and streamlining all activities to improve efficiency of work.
- Working knowledge of office automation tools.
- Ability to communicate efficiently and work with representatives at all levels. Knowledge of Kannada will be an added advantage.
- Experience in managing all types of contracts with good practical decision-making capacity, result and solution oriented.
- Good drafting, presentation, inter-personal communication & managerial skills.
- Good liaison experience with campuses for recruitment, HR consulting companies and manpower outsourcing vendors, etc.
- Good working knowledge of ERP practices.
- Knowledge of C-DOT technology products and solutions is preferred.

C. Essential Qualification and Experience:

- The applicant should have a Master's degree (mandatorily 2 years course) with a first class (60%) from a reputed institution, (and)
- Experience minimum 15 years in similar capacity in Govt/PSU/Autonomous/R&D/Reputed private organisations
- **Desirable Qualification:** Master's degree in Management from a reputed organisation

D. Eligibility Criteria:

- Officers working under the Govt / PSUs / R&D /Autonomous organisations should have a minimum experience of 4 years in Pay Level-12 of 7CPC.

E. Age Limit:

- Not exceeding 45 years as on last date of submission of application. Age relaxation admissible as per Govt of India norms.
- There will no age limit for internal regular candidates.
- Admissible benefits include Basic Pay, DA, HRA ,Transport allowance as per rules and other facilities such as mobile/telephone bill re-imburement, medical reimbursement etc.

II) Post: Manager-Purchase:

A. Job Profile:

- Developing purchasing strategies, maintaining positive relationships with suppliers, coordinating with internal teams regarding their supply needs.
- Self-starters with positive attitudes and high levels of motivation.
- Goal-oriented individuals and adept problem solvers, they work hard to ensure that they exceed objectives and constantly improve their methods.
- Developing and implementing purchasing strategies.
- Managing daily purchasing activities, supervising staff, and allocating tasks.
- Managing supplier relations and negotiating contracts, prices, timelines, etc.
- Maintaining the supplier database, purchase records, and related documentation.
- Coordinating with inventory control to determine and manage inventory needs.
- Working to improve purchasing systems and processes.
- Training new employees in the purchasing process and utilisation of the same.
- Ensure smooth functioning of existing ERP system in-line with Organization's goals & objectives through ERP
- Monitor costs and expenses to assist in budget preparation
- Keep abreast with all organizational changes and developments and adhere to policies and regulations
- Maintenance of all related records and clearance of old records
- Shall also be responsible for any additional works assigned from time to time by the Management

B. Skill Sets required:

- Supervisory and management experience. Ability to manage multiple priorities, work efficiently under pressure and consistently meet schedule.
- Proficiency in Microsoft Office and purchasing software.
- Knowledge of e-procurement through GeM or CPPP
- Excellent communication skills, both written and verbal.
- Strong critical thinking and negotiation skills.
- Ability to work independently with strong planning and organizational skills.
- Excellent verbal communication and interpersonal skills
- Experience using Microsoft Office (Word, Excel, etc).
- Highly organized and detail-oriented. Knowledge of ERP Practices
- Willing to work as per the set Purchase Processes and policies.
- Knowledge of C-DOT technology products and solutions is preferred

C. Essential Qualification and Experience:

- BE/BTech in Electronics/ECE/Telecommunication (and)
- 02 years course - PG Diploma / Master's degree in Management / Operations / Business Management/Material Management/Logistics Management (and)
- Candidates should have minimum experience of 10 years in the relevant field of procurement as per organisational requirement
- Govt employees: Should have minimum experience of 8 years in Pay Level-10 (7CPC) or 3 years in Level-11(7CPC) in similar capacity.
- **Desirable qualification:** ME/MTech in Electronics/ECE/Telecommunication from reputed organisation.

D. Eligibility Criteria:

- Officers working under the Central/ State Government / PSUs /R&D/ Autonomous /reputed private organisations.
- Knowledge of inventory and supply chain management in the Government sector will be an added advantage

E. Age Limit:

- Maximum limit of 40 years as on last date of submission of application.
- There will no age limit for internal regular candidates.

F. Gross Emoluments:

Admissible benefits include Basic Pay, DA, HRA and other facilities such as mobile/telephone bill re-imburement, medical reimbursement etc as per the rules of C-DOT.

G. General Terms and Conditions:

1. The above appointment would be against regular vacancies available at C-DOT subject to applicable provisions of bye-laws. The selected candidate will be appointed against a regular contract post. All posts will be filled as per Recruitment rules of C-DOT.
2. All appointment against the notified positions i.e., against regular vacancies is on contract basis for duration upto 5 years. The contract shall be renewable based

on project requirements and satisfactory performance review for further period's upto five years at a time, till attaining the age of superannuation i.e., 60 years. All posts are transferrable on an all India basis. The selected candidates may be posted at any of the offices/ project site etc. of C-DOT as per the organisational requirement.

3. The selected candidate will be on probation for one year and on successful completion of probation, will be employed on contract upto a period of 5 years (probation included).
4. The application has to be submitted online (www.cdor.in) on or before 07 Feb 2023. All the required documents (Proof of DOB/ Matric/ Graduation/PG degree/ Experience/ Service certificate along with NOC, if applicable) have to be uploaded along with the application. If NOC is not submitted along with the application, it has to be submitted at the time of Interview, failing which they will not be permitted to attend the Interview.
5. Applicants are advised to ensure, before applying, that they possess the minimum essential qualification and experience laid down for the post.
6. The vacancy indicated in the notification is tentative. C-DOT reserves the right to not fill the post advertised, if it so desires.
7. All queries pertaining to recruitment including selection process should be addressed to our HR Team only through hrdbr@cdor.in with mail subject as "Post Code – Sr Manager (Admin&Campus)/Manager(Purchase)". Kindly note that we have not authorized any agent/ agency for representing C-DOT for anything related to recruitment or its processes.
8. The prescribed Essential Qualification, Experience and Eligibility Criteria indicated are bare minimum; mere possession of same will not entitle applicants to be called for personal interview. Wherever number of applicants received in response to the advertisement is large C-DOT may restrict the number of applicants to be called for personal interview to a reasonable limit, on the basis of Academic Performance, Qualification, relevant experience higher than minimum prescribed in the advertisement. Therefore, applicants should furnish the details of all qualifications and experience possessed in the relevant field, over and above (if any) the minimum qualifications/experience prescribed along with documentary evidences.
9. All the qualifying qualifications should be regular course(s) from AICTE/UGC approved/recognized University/Deemed University/Institutes. The courses offered by autonomous institutions should be recognized as equivalent to the

relevant courses approved/recognized by Association of Indian Universities (AIU)/UGC/AICTE.

10. Wherever CGPA/OGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by the respective University/Institute. Please also obtain a certificate to this effect from University / Institute, which shall be required at the time of interview.
11. C-DOT strives to have a workforce which also reflects gender balance and hence **women candidates are strongly encouraged to apply.**
12. Canvassing in any form or bringing in any influence will be a disqualification for the post.
13. In case of any disputes that may occur in the process of selection, the decision of C-DOT shall be final and unquestionable.

H. Reservation :

1. Reservation for PwD /Economically Weaker Sections (EWS)/ Ex-servicemen will be applicable as per the Govt norms.
2. Candidate seeking relaxation should produce the relevant certificates at the time of interview/joining issued by competent authority in the prescribed format as stipulated by Government of India, failing which such candidate's selection/appointment will be cancelled.
3. The candidates availing relaxation against PwD category are required to submit the Disability Certificate in the format prescribed by Government of India, Department of Personnel and Training vide OM No. 36035/3/2004-Estt(Res) dated: 29.12.2005. The format is available at the website www.persmin.nic.in. For persons with disability with more than 40% of relevant disability will only be eligible for application relaxation.
4. Reservation for EWSs shall be applicable as per the DOPT OM No. 36039/1/2019-Estt (Res) Dated January 19, 2019. The candidates under EWS category are required to submit the certificate in the format prescribed by Govt of India, Ministry of Personnel, Public Grievance & Pension Department of Personnel and Training vide OM No.36039/1/2019-Estt (Res) dated 31.01.2019.

I. Relaxation/ Age Limit :

1. Applicants would be eligible for relaxations according to the Government of India norms.
2. The cut-off date for ascertaining the age and experience will be Last Date of submission of application.
3. Only those experiences which are relevant and acquired after the passing date of the qualifying degree will be considered. The decision of C-DOT in this regard will be final and binding. The period of experience rendered by a candidate as intern, trainee, research fellow, part time basis, visiting/ guest faculty will not be counted while calculating the valid experience for short listing the candidates for interview.

J. Selection Process :

1. Selection process will be through Interview. Management reserves the right to change/modify the selection process at any time, during the process, at its discretion. The decision of the management will be final and binding.
2. All Govt/PSU/Autonomies employees are to submit their NOC at the time of submitting the application online/at the time of Interview, failing which they will not be allowed for the Interview.