

**PROJECT- Senior Management Positions/Management Positions
(ProjectCode-C-01) Position→ One Position for each Work Area Code**

WORK AREA CODE	Work Area	SKILL SET	Experience
C-0101	Post of Registrar	<p>The incumbent should be a highly competent Management Professional, possessing exceptional inter-personal and communication skills, for C-DOT's top management post of the REGISTRAR, who along with his full-time management responsibilities, also works with Project Board, Steering Committee and the Governing Council of the Centre.</p> <p>PROFILE OF THE REGISTRAR</p> <ul style="list-style-type: none"> The REGISTRAR of C-DOT who acts as ex-officio Secretary to the Project Board, the Steering Committee and the Governing Council is also responsible for various functions of the Centre including Personnel, Administration and Employee Services related to the working of professionals, health and welfare services, maintenance of the premises and the properties of the Centre, legal & contractual, RTI matters, implementation of Official Language(HINDI). He shall be directly reporting to Executive Director, C-DOT who is the chairman of C-DOT Board. <p>QUALIFICATIONS AND EXPERIENCE</p> <ul style="list-style-type: none"> The applicant should be a Graduate in any discipline, preferable with Two Years, full time Professional Post Graduate qualification in Management from a reputed institute (with First Division) and at least 15 years of post-qualification professional experience in the areas mentioned above. Experience at 	Minimum 15 years

		<p>middle / senior level administrative posts in reputed Government/PSU, R&D, Academic Institutes, other institutes, private sector will be preferred.</p> <ul style="list-style-type: none"> • The applicant should be highly competent, people-focused motivating individual with Experience in the tasks and duties listed in the paragraph dealing with the “Profile of the Registrar”. • Applicants employed in the Central/ State Government Departments/ Undertakings/ Autonomous Bodies should be presently drawing pay in Level 13 of 7CPC of ₹123100-215900 or analogous scale with 2 years of experience. These officers can apply on deputation or absorption basis. <p>AGE</p> <p>Not exceeding 50 Years as on 01.01.2022 (for internal candidates not exceeding 53 years)</p> <p>PAY SCALE, PERQUISITES & BENEFITS</p> <ul style="list-style-type: none"> • The post carries salary at the Government of India, Level 13A of 7CPC of ₹131100-216600. Besides this, the position carries allowances like central DA, HRA and benefits like medical reimbursement, subsidy for purchase of house/ conveyance, official transport, reimbursement of membership of professional bodies, Contributory Provident Fund, LTC, telephone facility, Gratuity etc. as per C-DOT rules, as applicable from time to time. 	
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