

**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-0102	Post of CFO	<p>The Chief Finance Officer is the head of the Finance function in C-DOT. The primary responsibility of the Chief Finance Officer will be relating to Finance and Accounts of the Centre and he is responsible for maintenance and upkeep of Accounts</p> <p>Profile of Chief Finance Officer</p> <ul style="list-style-type: none"> • The Chief Finance Officer will direct all finance-related strategies, initiatives and activities for C-DOT. • The CFO is also responsible for managing the funds of the Centre and Provident Fund, Gratuity Fund etc.. • The Chief Finance Officer prepares the Annual Budget, Supplementary Budget Estimates for the Executive Director for submission to the Board and is responsible for the banking operations of the Centre and for the maintenance of Annual Accounts etc. as per the directive of Comptroller and Auditor-General of India. • He shall be directly reporting to Executive Director, C-DOT who is the chairman of C-DOT Board. • Designs and coordinates a wide variety of accounting and statistical data and reports • Monitoring and review of finance policies, procedures and practices in line with legal requirement . • Ensuring the timely completion and submission of financial and statistical reporting for management and regulatory agencies • Informing and advising senior management on the organization's financial condition. Working with senior management in setting annual financial goals and targets for 	Minimum 15 years

organization.

- Tracking, reporting and managing the overall financial performance.
- Any other assignment as given by higher authorities from time to time

QUALIFICATIONS AND EXPERIENCE

- The incumbent should be a highly competent Finance Professional, possessing exceptional interpersonal and communication skills, for C-DOT's top management post of the Chief Finance Officer.
- The applicant should have at least Two Year's, full time MBA in Finance or ICWA/CA from a reputed institute and at least 15 years of post-qualification, professional experience in the areas mentioned above.
- 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.

AGE

Not exceeding 50 Years as on 01.01.2022
(for internal candidates not exceeding 53 years)

PAY SCALE PERQUISITES & BENEFITS

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.