

DEPUTATION NOTIFICATION

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 the best for the following vacant position on deputation basis:

Vacant Position	Grade Pay	Level as per 7 th CPC	Place of posting
Chief Administration Officer	Level-13A	131100-216600	Bengaluru

I. Essential qualifications and experience required for the post of Chief Admin Officer are detailed hereunder:

Post: Chief Admin Officer (CAO)**A. Job Profile:**

1. Total campus upkeep including electrical, AC maintenance and civil works etc.,
2. Procurement/contract related activities.
3. Contract administration and management related to work areas like canteen, housekeeping, travel, transport, security, Guest House etc.,
4. Ensuring all statutory compliances like PF, ESI etc., related to contracts, maintenance related activities as per contract.
5. Liaisoning with Government Agencies and other organisations etc.,
6. Co-ordinating all Audits, RTIs, Government Inspections and compliances.
7. Co-ordinate and conduct events & manage VIP visits.
8. Implementation/ compliance to Official Language and related activities.
9. Maintenance of all related records and clearance of old records.
10. Shall also be responsible for any additional works assigned from time to time by the Management.

B. Skill Sets required:

1. Ability to manage multiple priorities, work efficiently under pressure and consistently meet schedule.
2. Knowledge of managing the job profile and laws linked to all contracts.
3. Strong oral and written communication skills and interpersonal skills.
4. Introduction of SOPs wherever required and streamlining all activities to improve efficiency of work.

5. Working knowledge of office automation tools viz., ERP, MS-Office, Excel etc.
6. Ability to communicate efficiently and work with representatives at all levels internal as well as external
7. Experience in managing all types of contracts with good practical decision making capacity, result and solution oriented.

C. Essential Qualification and Experience.

The applicant should have B.E/B.Tech., in Electronics/ Computer Science/ Electrical/ Civil/ Industrial Engineering and Master's degree in Management preferably from a reputed institution (However, MBA is not compulsory). Experience minimum 10 years in similar capacity out of which minimum 3 years shall be in level 13A or level 13.

D. Eligibility Criteria:

Officers working under the Central/ State Government / PSUs / Autonomous organisations.

E. Age Limit:

Maximum limit of 55 years as on last date for receipt of applications.

F. Emoluments:

Admissible benefits include Basic Pay, DA, HRA as per 7th CPC and other facilities such as mobile/telephone bill re-imbusement, medical reimbursement etc as per C-DOT Policy. Official vehicle shall be provided.

G. Present pay of applicant: Level 13A or Level 13 with 3 years experience.

II. **General instructions to applicants:**

1. Duration of Deputation: The period of deputation initially will be for 1 year extendable by one/two more years if required with the consent of the parent organisation. **After completion of 3 years the applicant may opt to get absorbed in C-DOT subject to approval from C-DOT or return to the parent organisation.** The applicant has to mandatorily draw salary from C-DOT during the deputation period.
2. During deputation the candidate will be bound by the rules and regulations of C-DOT.
3. The applications of the willing and eligible officials whose services can be spared on their selection may be sent in the prescribed format with cadre clearance (**Annex-I & II**), duly recommended by the Head of Office/ Department with attested copies of the APARs for the last 5 years, No Objection Certificate(NOC), Integrity and Vigilance Clearance Certificate(**Annex-III**), declaration (**Annex-IV**) Proof of Qualification & Proof of Experience to **postal address: HR GROUP, C-DOT, ELECTRONIC CITY PHASE-1, HOSUR ROAD, BENGALURU – 560100 on or before 29th September 2021 5:30pm. Belated / incomplete applications will be rejected summarily. C-DOT is not responsible for any postal delay.**
4. Advance copy of application may be emailed to hrpapp@cdot.in on or before **20th September 2021 5:30pm.** However the applicant will have to obtain NOC from official channel before interview date. **However, only hard copy of applications complete in all aspects as per point no.3 will be considered.**
5. **The applicant should be mandatorily working minimum in the same grade pay specified in the advertisement or one grade below.**
6. Applicants are advised to ensure, before applying, that they possess the minimum essential qualification, payscale and experience laid down for the post.
7. The vacancy indicated in the notification is tentative. C-DOT reserves the right to NOT fill the post advertised, if it so desires.
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. Where 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, Appraisals, qualification, 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. Canvassing in any form or bringing in any influence, will be a disqualification for the post.
10. In case of any disputes that may occur in the process of selection, the decision of C-DOT shall be final and unquestionable.

Format for submission of Application (Annex-I)

PHOTO

**APPLICATION FOR DEPUTATION TO THE POST OF _____ IN
C-DOT, BENGALURU**

1.	Name	
2.	Date of Birth/ Age	
3.	Nationality	
4.	Male/Female	
5.	Marital Status	
6.	Residential Address	
7.	Office Address	
8.	Post held at present	
9.	Date from which present post held	
10.	Nature of appointment i.e whether Adhoc or Regular	
11.	Whether employee of Central Govt/State Govt/PSU/ Autonomous body	
12.	Present Pay and Scale of Pay.	
13.	Educational Qualification starting with Graduation (proof of qualification to be enclosed)	
14.	Work experience and service details (for last 10 years) in descending order i.e latest to past with designation. (Proof of experience to be enclosed)	
15.	No. of years of experience and designation in Level-13A Level-13	
16.	Nature of duties performed.	
17.	One page write-up indicating why the applicant considers oneself suitable for this post.	Enclosed – Yes/No. To be emailed in case of advance applications.
18.	Additional information, if any	
19.	Declaration: I hereby solemnly declare that all the statements made in the above application, are true and correct to the best of my knowledge and belief. Date: Place: Signature of the Applicant	

PS: Applicants are requested to attach separate sheet wherever necessary for furnishing required information.

PROFORMA FOR SEEKING CADRE CLEARANCE (**ANNEX-II**)

[to be filled/signed with seal by HR/Personnel or competent authority]

1	Name of the officer	
2	Date of birth/age	
3	Pay scale as per 7CPC	
4	Basic pay	
5	(a) Present post held (b) Whether Regular/Ad hoc	
6	Whether completed probation (indicate yes/no)	
7	The post applied for	
8	Pay scale of the post applied for	
9	Whether the officer has satisfied the eligibility conditions of the post applied for.	
10	Whether the officer is presently holding an ex-cadre post (indicate yes/no). if yes, give particulars of the post.	
11	Whether the officer has 3 years' experience in Level 13A or Level 13	
12	Whether the officer has completed the cooling off period after reversion from an ex-cadre post (indicated yes/no)	
13	Contact Nos. of the officer & email ID	
14	Date of superannuation	
15	Whether any disciplinary case is pending or contemplated against the officer (indicate yes/no) if yes, the stage and reasons for recommendations by the cadre	
16	Whether the officer has been deputed earlier. If yes, give specific grade wise details of post held, organisation deputed to and period thereof.	
17	Applicant, if selected, will be relieved within 15 days from the date of offer letter.	
18	Any other relevant information/ remarks	

It is certified that relieving of the officer recommended for cadre clearance will not cause any administrative inconvenience as far as the management of the cadre is concerned.

(Signature)

Name:

Designation & Seal:

Date

ANNEX-III

(CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE/ FORWARDING/COMPETENT AUTHORITY)

1. Certified that the particulars furnished by _____ are correct and he/she possess educational qualification, experience and eligibility conditions mentioned in the vacancy circular.

2. Also certified that:-
 - a. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt/Kum_____.

 - b. His/Her integrity is certified.

 - c. His/Her Confidential Report Dossier in original/photocopies of the ACRs for the last 5 years duly attested by competent authority or above are enclosed.

 - d. *No major/minor penalty has been imposed on him/her during the last 10 years. A list of major/minor penalties imposed on him/her during the last 10 years is enclosed*.

 - e. The applicant, if selected will be relieved within 15 days from the date of offer letter.

Signature_____

Designation_____

Office Seal with Contact No._____

Place:

Date:

List of enclosures

*Strike our which is not applicable.

ANNEX-IV

DECLARATION

1. I _____ hereby declare that my posting as _____ in C-DOT is purely on temporary basis and shall not have any right to claim for seniority in the said post in respect of service rendered by me on Deputation Basis.
2. If I am not entitled to absorption as _____ in C-DOT, I will not resort to lay any claim for the same.
3. I am liable to be repatriated to my parent department/ organization for any inaccuracies in the details noted above or for contravention of any provisions in the rules/orders governing deputation.

Place:

Date:

Signature of the Official:

Counter Signature of the
Competent Authority with seal