

Advt.No. CDOT/HR/REC/2023/001 dated 30 Aug 2023 NOTIFICATION FOR THE POST OF Head-P&HR and LEGAL at C-DOT Delhi ON DIRECT RECRUITMENT /DEPUTATION BASIS

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 direct/deputation basis:

Vacant Position	Level as per 7CPC	Place of posting
Head-P&HR and Legal	Level 13/13 A	Delhi

- I. Essential qualifications and experience required for the post of Head-P&HR and Legal are detailed hereunder:

Post: Head – P&HR and Legal

A. Job Profile:

- Revisit & proposing amendments in the existing HR policies for organization improvement and its employees.
- Ensure smooth functioning of existing Performance appraisal system in-line with Organization's goals & objectives through ERP.
- Co-ordinate regular Grade Promotions as per existing policy.
- Coordinate and conduct Responsibility Promotions as per organization requirement.
- Campus recruitment, lateral recruitment and induction of manpower.
- Co-ordinate and induct contractual manpower through outsourcing agencies.
- Handling Grievance/disciplinary related matters and redressal.
- Regular, routine activities related to HR functions – employee satisfaction survey, etc.
- ERP implementation of HR functions & practices.
- Digitation of systems and process in HR group
- Co-ordination & implementation of people CMMI/ RTIs & Audits.
- Monitoring and Coordination of Legal cases.

B. Skill Sets required:

- Well versed with HR policies, HR practices and Legal practices.
- Knowledge of DOPT rules, Promotion rules, government norms on reservation policy.
- 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.
- Exposure to latest trends and implementing the best HR practices
- Experience in handling the entire PMS cycle
- Experience in handling entire recruitment cycle

C. Essential Qualification and Experience.

The applicant should be an MBA(HR/OB) from a reputed institution. Minimum experience of 15+ years.

D. Eligibility Criteria:

Officers working under the Central/Armed forces/ State/ U.T Government / PSUs / Autonomous/ Research and Development Organisations (or)
Working in Private sector Organisation and has last 10+ years' experience in Managerial role / Leadership role

E. Age Limit:

Maximum limit of 55 years as on last date for receipt of applications (for Deputation Cases) and 50 years for candidates working in Private Sector

F. Gross Emoluments:

Admissible benefits include Basic Pay, DA, HRA as per 7CPC rules and other facilities such as mobile/telephone bill re-imburement, medical reimbursement etc. as per C-DOT Policy

G. Present pay of applicant:

Level-12 with minimum 3 years' experience for selection Level 13 or Level 13 with minimum 3 years' experience for selection at Level 13 A. For candidates working in Private Sector the CTC should be Rs. 30 lakhs and above.

H. Application through Proper Channel: Applicants, if employed in Govt./Semi Govt., PSUs, government institutions and autonomous institutions should apply through proper channel. 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.

Note : The crucial date of determining the age limit and experience shall be the closing date for receipt of application.

Screening of applications will be based on qualification, age, academic record and relevant experience. C-DOT reserves the right to fix higher threshold of qualification and experience for screening and limiting the number of candidates for personal interview. Only shortlisted candidates shall be invited for selection interviews.

The applications have to be submitted online (www.cdote.in). The last date of submission of application is 30 days after publication in Employment News (English). All the required documents (Proof of DOB/ Matric/ Graduation/PG degree/ Experience/ Service /NOC (for Govt officials), if applicable) have to be uploaded along with the application.

- **You are requested to refer to [cdote.in](http://www.cdote.in) (Careers) for further notification regarding this advertisement**

Deputation/Transfer (Absorption)

Duration of Deputation: The period of deputation initially will be for 1 year extendable by 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.

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: P&HR GROUP, C-DOT, Mehrauli, New Delhi -110030. The last date of submission of application is 30 days after publication in Employment News (English). Belated / incomplete applications will be rejected summarily. C-DOT is not responsible for any postal delay.**

General instructions to applicants:

1. The above appointment would be against regular/ deputation vacancy available at C-DOT subject to applicable provisions of bye-laws. The selected candidate will be appointed against a regular post/ deputation post.
2. All appointment against the notified positions i.e., **against regular vacancies is on contract basis for duration up to 5 years.** The contract shall be renewable based on project requirement and satisfactory performance review for further periods up to five years at a time, till attaining the age of superannuation i.e., 60 years.
3. 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.

4. 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. The selected candidate will be on probation for one year and on successful completion of probation, will be employed on contract up to a period of 5 years (probation included).
6. During deputation the candidate will be bound by the rules and regulations of C-DOT.
7. All queries pertaining to recruitment including selection process should be addressed to our HR Team only through hrd@cdot.in with mail subject as "Post Code-Head P&HR and Legal. Kindly note that we have not authorized any agent/agency for representing C-DOT for anything related to recruitment or its processes.
8. **The applicant should be mandatorily working minimum in the same grade pay specified in the advertisement.**
9. Applicants are advised to ensure, before applying, that they possess the minimum essential qualification, payscale and experience laid down for the post.
10. The vacancy indicated in the notification is tentative. C-DOT reserves the right to NOT fill the post advertised, if it so desires.
11. 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.
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.

PHOTO

Format for submission of Application (Annex-I)

APPLICATION FOR DEPUTATION TO THE POST OF HEAD-P&HR AND LEGAL at Delhi

1.	Name/Mobile No.	
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-12 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 by applicant/verified by 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 12 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	

(Signature)
Name & Contact No.:
Designation & Seal:
Date

ANNEX-III

INTEGRITY AND VIGILANCE CLEARANCE CERTIFICATE

(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 out which is not applicable.

ANNEX-IV

DECLARATION

1. I _____ hereby declare that my posting as Head-P&HR and Legal 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 Head-P&HR and Legal 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