

Advt.No.CDOTB/HR&P/DR/025 dated 22 Aug 2023

NOTIFICATION FOR THE POST OF SENIOR MANAGER (ADMINISTRATION&CAMPUS) AT C-DOT, BENGALURU ON DIRECT RECRUITMENT/DEPUTATION BASIS

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 position on Direct recruitment/ Deputation basis:

Vacant Position	Pay Matrix Level	Place of posting
Senior Manager- (Admin &Campus) - 01	Pay Level 13 of the 7 th CPC	Bengaluru

I. Essential qualifications and experience required are detailed hereunder:

Job description for the post of Sr. Manager – Administration and Campus

Job profile for Admin activities :-

- Managing the day-to-day operations and co-ordinating all administrative procedures and systems.
- Handling Tenders / Contracts of all Organization administrative Services like Security and Fire fighting, Canteen, Transport, Housekeeping and allied services, Travel and accommodation, Photocopying Services, Staff Medical Insurance, Guest House services, Leased accommodation, Dispatch Management, Solid waste Management etc. Co-ordinate and induct contractual manpower through outsourced agencies.
- Managing above said out-sourced services and certifying the release of payments at required intervals. Ensuring payments complying as per the tender terms settled for minimum wages and its associated statutory requirements like PF, ESI etc.
- Telephones / Mobile / Data connection Management.
- Co-ordinate and act as a single point of contact with all the employees in providing all services and support related to administration.
- Co-ordinate and conduct events & manage VIP visits.
- Preparation & proposing amendments in the existing policies for organisation improvement and its employees.
- Plan, coordinate and manage all administrative procedures and offer solutions

for their improvement.

- Oversee facilities services and maintenance.
- Monitor costs and expenses to assist in budget preparation.
- Keep abreast with all organisational changes and developments and adhere to policies and regulations.
- Implementation / compliance to Official Language and related activities.

Job profile for Campus activities

- Preventive and seasonal maintenance of Campus.
- Maintenance of STP, AHU, UPS, Split AC's and Central AC (Chiller Units), DG Set, Fire Alarm system, Power feeding transformers, Roof top Solar power panels and Power generation. Managing the above facilities by appropriately entering in to AMC's or outsourced contracts.
- Regular maintenance and payment of bills related to Water and Electricity.
- Maintenance of Guest house.
- Renovation and maintenance of Staff quarters.
- Setting up of labs with required infrastructure as per the needs and plans of On-going projects.
- Maintenance of Fire Stations, Fire pumps, Hydrants and Fire extinguishers.
- Planning, procurement and managing the minimum electrical items inventory for the maintenance and smooth working of electrical n/w.
- Maintenance of Overhead tank, Sump and associated plumbing n/w lines. Regular monitoring of water level in the respective tanks / sumps.
- Maintenance of Security Surveillance cameras and their related n/w's.
- Obtaining and managing Pollution control & Diesel tank utility certificates from the respective Authorised government bodies before the expiry of same.

Skill set required:

He / She Must maintain positive working relationship with the Executive, Administrative and Management Teams, Vendors and Contractors to successfully coordinate administrative and campus functions and for the smooth operation of the work areas.

- Strong analytical and organizational skills with excellent Oral and written communication ability.
- Strong communication, negotiation, critical thinking, problem solving and interpersonal skills.
- Good Presentation, Leadership and Team-oriented management skills.
- Expert ability and knowledge of software applications.
- Proficient with Labour laws and statutory compliances.

- Ability to plan and manage multiple priorities and consistently meet schedules.
- Supervising day-to-day operations of the administrative and campus activities. Managing all types of services / contracts with good practical decision making capacity, result and solution oriented ability.
- Working knowledge of office automation tools.
- Knowledge about the latest guidelines of CVC required with regard to tendering for out sourced services through GEM/CPP portal of GOI.
- Knowledge of managing laws linked to all outsourced contracts.
- Knowledge of Kannada will be an added advantage.
- Knowledge in legal domain will be added advantage.
- Knowledge of C-DOT technology products and solutions is preferred.

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

LAST DATE FOR RECEIPT OF APPLICATIONS: 13 Sep 2023, 5pm.

Tenure of Appointment : The above appointment would be against regular vacancies available at C-DOT subject to applicable provisions of bye-laws. 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. The selected candidates may be posted at any of the offices/ project site etc. of C-DOT as per organisational requirements. The candidate will be on probation for a period of one year from the date of joining C-DOT. This period of probation shall be considered as part of the length of service of 5 years.

A. DIRECT RECRUITMENT

Essential Qualification :

- a) Minimum Two years Master's degree in Business Management / Business Administration (Or)/ two years PG Diploma in Personal Administration & Industrial Relations.
- b) Minimum of 10-15 years in a senior administrative management role with relevant and proven experience in Government (State/Central/UT) /PSU/Autonomous/R&D/ private organizations.
- c) **Academic Percentage** : 60% of marks throughout the academics. (In case of CGPA, it is to be converted to %)

Desirable Qualification :

d) Engineering background preferably in Electrical / Civil or related field is desirable

Age limit : Upper Age limit is 50 years as on last date of receipt of application

Eligibility Criteria : Officers working under the Govt/PSU's/R&D/Autonomous organisations should have a minimum experience of 5 years in Pay level-12 or 10 years in Pay Level -11 of 7 CPC. Or equivalent IDS pay scale. For candidates working in Private Sector the CTC should be Rs. 30 lakhs and above.

The applications have to be submitted online (www.cdor.in) on or before 13 Sep 2023, 5pm. 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.

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.

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

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

B. DEPUTATION / TRANSFER (ABSORPTION)

Eligibility : Application through proper channel only will be considered for selection. Officers of the Central Government or State Government or Public Sector Undertaking or Autonomous Bodies of Central or State Government should fulfil the following conditions:

- a) Holding analogous post on regular basis (OR)
- b) For pay level 13 : Three years of regular service in revised scale of Pay Matrix Level 12 (OR) /equivalent pay in state government /PSUs
- c) Applicants should possess the essential qualification(s) prescribed for Direct Recruitment mode above.
- d) **Tenure of Appointment**
 - i) The initial period of deputation shall be for two years, extendable as per Government instructions. The deputation of Government officers shall be under Foreign Service

terms and conditions. The pay of the selected candidates will be regulated under the provisions contained in the DoPT OM No. 6/8/2009- Estt. (Pay.II) dated 17/6/2010 as amended from time to time.

- ii) After completion of two 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. During deputation the candidate will be bound by the rules and regulations of C-DOT.
- iii) 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:

Cdr Alex Lilly Mary (Retd)
Manager (P&HR)
C-DOT, Electronic City
Bengaluru-560100
Ph : 080-25119574

The last date of receipt of applications is 13 Sep 2023, 5pm. Belated / incomplete applications will be rejected summarily. C-DOT is not responsible for any postal delay.

- e) **Age Limit** The maximum age limit in case of recruitment by deputation shall be not exceeding 55 years on the closing date of receipt of applications.

General Terms and Conditions: Applicable to all applicants covered under this advertisement

- a) C-DOT reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.
- b) Applicants are advised to ensure, before applying, that they possess the minimum essential qualification and experience laid down for the post.
- c) The vacancy indicated in the notification is tentative. C-DOT reserves the right to increase/decrease or not fill the post advertised, without assigning any reason thereof.
- d) All queries pertaining to recruitment including selection process should be addressed to our HR Team only through hrdbl@cdot.in with mail subject as **“Post Code – Sr Manager (Admin&Campus)”**. Kindly note that we have not authorized any agent/ agency for representing C-DOT for anything related to recruitment or its processes.
- e) 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.

- f) 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. The required percentage is 60% and even 59.9% will not be accepted.
- g) 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.
- h) C-DOT strives to have a workforce which also reflects gender balance and hence **women candidates are strongly encouraged to apply.**
- i) Canvassing in any form or bringing in any influence will be a disqualification for the post.
- j) 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. The decision of C-DOT in this regard will be final and binding.
- k) 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.
- l) In case of any disputes that may occur in the process of selection, the decision of C-DOT shall be final and binding.

PHOTO

Format for submission of Application (Annex-I)

**APPLICATION FOR DEPUTATION TO THE POST OF SENIOR MANAGER (ADMINISTRATION&CAMPUS)
-BENGALURU**

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.	<p>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.</p> <p>Date: Place: Signature of the Applicant</p>	

Note: 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 7 th CPC	
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	Years of experience in Level 12 /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 Senior Manager (Administration & Campus) 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 Senior Manager (Administration & Campus) 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