

**ADVT NO. CDOTD/HR/REC/2024/03/01 FOR THE POST OF DEPUTY REGISTRAR at C-DOT DELHI ON 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 Deputation Basis:

<b>Vacant Position</b>	<b>Level as per 7CPC</b>	<b>Place of posting</b>
Deputy Registrar	Level-13	Delhi

Essential qualifications and experience required for the post of Deputy Registrar are detailed hereunder:

<b>Scale of Pay</b>	The post carries salary at the Government of India, Level 13 of 7CPC of ₹123100-215900.  Besides this, the position carries allowances like central DA, HRA and benefits like medical reimbursement, subsidy for purchase of house/ conveyance, reimbursement of membership of professional bodies, Contributory Provident Fund, LTC, Gratuity, Leave Encashment, Lease Facility, Broadband and Mobile Bill reimbursement, etc. as per C-DOT rules, as applicable from time to time.
<b>Mode of Recruitment</b>	Deputation Basis
<b>Profile</b>	The incumbent should be a highly competent Management Professional, possessing exceptional inter-personal and communication skills, for C-DOT's management post of DEPUTY REGISTRAR, who along with his full-time management responsibilities, also works with Registrar for Project Board, Steering Committee and the Governing Council of the Centre and internal Admin Management including Corporate Services.

	<p>The DEPUTY REGISTRAR of C-DOT is also responsible for various functions of the Centre including Policy Formation, 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 &amp; contractual, RTI matters, implementation of Official Language (HINDI). He/She shall be directly reporting to Registrar, C-DOT.</p>
<p><b>Eligibility Conditions</b></p>	<ul style="list-style-type: none"> <li>• Applicants employed in the Central/ State Government Departments/ Undertakings/ Autonomous Bodies should be presently drawing pay in Level 11/Level 12 of 7CPC or analogous scale with a minimum service of 9 years in Level 11 or 5 years in Level 12. These officers can apply on deputation basis only.</li> </ul> <p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• The applicant should be a Graduate in any discipline from UGC recognized University, preferable with Two Years, full time Professional Post Graduate qualification in Management from a reputed institute (with First Division)</li> </ul> <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• At least 10 years of total professional experience in the areas mentioned above. Experience at middle / senior level administrative posts in reputed Government/PSU, R&amp;D, Academic Institutes, other institutes, will be preferred.</li> </ul> <p><b><u>Age Limit</u></b></p> <ul style="list-style-type: none"> <li>• Maximum limit of 55 years as on last date for receipt of applications</li> <li>• <b>Application through Proper Channel:</b> Applicants, 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.</li> </ul>

	<p>Note: The crucial date of determining the age limit and experience shall be the closing date for receipt of application.</p> <p>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.</p>
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The last date of submission of application is 30 days after publication in Employment News (English).

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

**Duration of Deputation:** The period of deputation will be for 3 year extendable by two more years if required with the consent of 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 on deputation vacancy available at C-DOT subject to applicable provisions of bye-laws. The selected candidate will be appointed against a deputation post.
2. 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.

3. 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.
4. During deputation the candidate will be bound by the rules and regulations of C-DOT.
5. All queries pertaining to recruitment including selection process should be addressed to our HR Team only through [hrd@cdot.in](mailto:hrd@cdot.in) with mail subject as "Post Code-Deputy Registrar. Kindly note that we have not authorized any agent/agency for representing C-DOT for anything related to recruitment or its processes.
- 6. The applicant should be mandatorily working minimum in the same grade pay specified in the advertisement.**
7. Applicants are advised to ensure, before applying, that they possess the minimum essential qualification, pay scale and experience laid down for the post.
8. The vacancy indicated in the notification is tentative. C-DOT reserves the right to NOT fill the post advertised, if it so desires.
9. 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.
10. Canvassing in any form or bringing in any influence, will be a disqualification for the post.
11. In case of any disputes that may occur in the process of selection, the decision of C-DOT shall be final and unquestionable.