



सेंटर फॉर डेवलपमेंट ऑफ टेलीमैटिक्स  
भारत सरकार का दूरसंचार प्रौद्योगिकी केन्द्र  
Centre for Development of Telematics  
Telecom Technology Centre of Govt. Of India

C-DOT/P&HR/Rectt/2022/Dep/DOT/01.

17<sup>th</sup> November 2022

DDG Pers  
Department of Telecommunications  
Sanchar Bhawan  
New Delhi-110001


**Subject: Panel of suitable GM level Officers for placement in C-DOT - regarding.**

**Reference: Communication No. 391-49 2022-STG-III dated 10<sup>th</sup> October, 2022**

Dear Sir,

This is with reference to the above-mentioned subject matter and the communications, please find attached herewith the Deputation Notification from C-DOT.

The same may be circulated among the eligible officers.

  
Pankaj Kumar  
Head- P&HR & Legal

### DEPUTATION NOTIFICATION

Deputation Notification was issued as per the Advertisement No. CDOT/HR/DEP/001 dated 13<sup>th</sup> October, 2022 wherein the post of Head-Project Management Unit for CCRP in Level 14 (7CPC) was advertised on C-DOT website but there has been no response against this advertisement.

It is now proposed to re-advertise the same position on Deputation Basis with the following details :

| Vacant Position        | Grade Pay | Level as per 7 <sup>th</sup> CPC | Place of posting |
|------------------------|-----------|----------------------------------|------------------|
| General Manager - CCRP | 10000     | Level 14 (144200-218200)         | Delhi            |

Essential qualifications and experience required for the post of General Manager- CCRP is place at Annexure A.

#### **Eligibility Criteria:**

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

#### **Age Limit:**

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

#### **Emoluments:**

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

**Present pay of applicant: Level 14**

#### **General instructions to applicants:**

1. Duration of Deputation: The period of deputation initially will be for 3 years. 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 : P&HR GROUP, C-DOT, MEHRAULI, NEW DELHI on or before 8<sup>th</sup> December 2022. 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 [hrd@cdot.in](mailto:hrd@cdot.in) on or before 8<sup>th</sup> December 2022. However, the applicant will have to obtain NOC from official channel before interview date. However, only hard copy of applications completes 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.
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 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 filed, 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.

\*\*\*\*\* END OF DOCUMENT \*\*\*\*\*

**Job Description for the post of General Manager -CCRP****1. Objective**

- a) C-DOT plans to collaborate with academia, industry, startups, institutes and other research bodies with the aim of promoting innovation and applied research in order to develop cost effective products /solutions
- b) A policy program CCRP (C-DOT collaborative Research Program has been conceptualized, which will help not only in incubating the 'Start up eco-system' but also facilitate development of indigenous product, meeting the ambition of 'Atmanirbhar Bharat'.
- c) The program requires creation of an eco-system, platform, resource collaboration and end-to-end monitoring & governance for its effectiveness and achieving multiple cost-effective solution/ products, in time and cost.
- d) A Program Management and Governance mechanism is being positioned called 'PMU', headed by the 'Program manager', who would be responsible for end-to-end monitoring, control, Governance and risk mitigation for successful endeavour

**2. Key Responsibility**

- a) Developing a program's objectives and strategy for implementation of CCRP.
- b) Assessing status of various programs on a periodic basis, and position effective Governance
- c) Strategize the various program for evaluation and improvement, and effectively involve key stakeholders (from Industry, Academia, start-ups, CDOT Technology experts) and optimize the funding vis-a-vis product development cycle
- d) To oversee the program goal, with coordinated efforts among stakeholders. Shall lead the overall program Governance for timely accomplishments.

**3. Deliverables**

- a) Work closely with project sponsor, cross-functional teams, and assigned project managers to plan and develop scope, deliverables, required resources, work plan, budget, and timing for new initiatives
- b) Identify key requirements needed from cross-functional teams and external vendors
- c) Develop and manage budget-flow plan, for projects and be accountable for delivering against established business goals/objectives
- d) To identify risks and opportunities across multiple programs and present an overall Program progress metrics. Analyze, evaluate, and overcome program risks, and produce program reports for management and stakeholders
- e) Project's monitoring & controls and proactive redressal. Assessing Risks areas for timely/ proactive resolution

**4. Qualifications**

- a) Bachelor in Technology (preference Electronics & Telecommunication, or Computer Science) with exposure of Techno-commercial. Master's degree in business administration or related field, will be preferred
- b) Exceptional leadership, time management, facilitation, and organizational skills

**Format for submission of Application (Annex-I)**

PHOTO

**APPLICATION FOR DEPUTATION TO THE POST OF \_\_\_\_\_ IN  
C-DOT, DELHI**

|     |  |  |
|-----|--|--|
| 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-14   |  |
| 16. | Nature of duties performed.  |  |
| 17. | One page write-up indicating why the applicant considers oneself suitable for this post.   | Enclosed – Yes/No.<br>To be emailed in case of advance applications. |
| 18. | Additional information, if any   |  |
| 19. | <b>Declaration:</b> 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.<br><br>Date:<br>Place: <b>Signature of the Applicant</b> |  |

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

**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