

**ADVT NO. CDOTD/HR/REC/2024/09/01 FOR THE POST OF HINDI
OFFICER 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:

Vacant Position	Level as per 7CPC	Place of posting
Hindi Officer	Level-11/12/13	Delhi

Essential qualifications and experience required for the post of Hindi Officer are detailed hereunder:

Scale of Pay	The post carries salary at the Government of India, Level 11/12/13 of 7CPC 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.
Mode of Recruitment	Deputation Basis
Profile	The post holder will be required to perform the administrative day to day work of Hindi Section of C-DOT as mentioned below: Should be conversant with – Implementation of the requirement of official language Act in C-DOT. Translation work from English to Hindi and vice versa. Hindi translation of C-DOT publications and documents of various departments. To acquaint the Officers and staff of the Institute with the provisions of official language Act, Government Rules and orders

	<p>relating to official language. To organise Hindi workshops, Hindi Pakhwaras etc. Compilation of Hindi Reports. Preparing and sending various reports to DOT, Home Ministry & TOLIC. Organising OLIC meetings & participating in TOLIC meetings. Implementation of OL rules and regulations. Any other work related to Hindi Section assigned to him. The candidate must exhibit capability to adhere to strict timelines and discipline.</p>
<p>Eligibility Conditions</p>	<ul style="list-style-type: none"> • Applicants employed in the Central/State Government Departments/Undertakings/Autonomous Bodies should be holding analogous posts on regular basis in the parent cadre or Department and should have minimum service of 3 years in Level-9/Level 10 to be eligible for Level 11, 3 years in Level 11 to be eligible for Level 12, 3 years in Level 12 to be eligible for Level 13 as per 7th CPC. These officers can apply on deputation basis only. <p><u>Qualifications</u></p> <p>Essential:</p> <ul style="list-style-type: none"> • The applicant should be Master’s Degree from UGC recognised University or equivalent in Hindi with English as a subject. (First Division in both Graduate and Master Degree) <p>Desirable:</p> <ul style="list-style-type: none"> • Diploma or certificate course in translation from Hindi to English and vice-versa from a recognized Institute or University or two years’ experience of translation work from Hindi to English and vice-versa in Central or State Government Offices, including Government of India Undertaking. <p><u>Experience</u></p> <ul style="list-style-type: none"> • At least 10 years of total professional experience in the profile mentioned above. <p><u>Age Limit</u></p> <ul style="list-style-type: none"> • Maximum limit of 50 years as on last date for receipt of applications • Application through Proper Channel: Applicants, employed in Govt./Semi Govt., PSUs, government institutions and autonomous institutions should apply through proper channel. If NOC is not

	<p>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.</p> <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 (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 with mail subject as "Post Code-Hindi Officer. 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.