

NOTIFICATION FOR THE POST OF SR. EXECUTIVE ASSISTANT/EXECUTIVE ASSISTANT at C-DOT Delhi ON DIRECT RECRUITMENT 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 positions on direct recruitment basis:

Applications are invited (only online) for various Administrative Positions to be filled by way of Direct Recruitment.

Sl. No	Vacant Position	Level as per 7 CPC	No. of Posts	Place of posting
1	Sr. Executive Assistant/Executive Assistant – Travel Desk	Level – 6/7	1	New Delhi
2	Sr. Executive Assistant/Executive Assistant – Estate Management	Level – 6/7	1	New Delhi
3	Sr. Executive Assistant/Executive Assistant – Communication	Level – 6/7	1	New Delhi

I. How to Apply:

1. The candidate will have to submit the application online on our portal www.cdotech.in ([Careers](http://www.cdotech.in/Careers)). Before filling the online application form, Candidates should read all terms and conditions carefully.
2. Candidate should read all the eligibility parameters and ensure that he/she is eligible for the post before starting to apply online.
3. Candidate should have a valid email id and mobile number which should remain valid & active till the completion of selection process.
4. Fill all the details in the application form at the appropriate places.
5. After filling all the details in online application form click on 'Submit' button.

6. Candidates can take a print of the application form and keep it with them for their own records.
7. No hard copy/printed applications should be sent to C-DOT. Incomplete and defectively filled up forms shall be rejected straightway and no subsequent correspondences will be entertained in this regard.

II. Closing date of applying online:

The last date of submission of application is 30 days after publication in Employment News (English).

Note: The candidates are advised to visit C-DOT website regularly for related notices/information, Corrigendum/Extension, etc. If any, they shall be published on website www.cdote.in (careers) only.

III. Relaxation/Reservation terms:

1. Applicants belonging to the reserved category (SC/ST/OBC (non creamy layer)/physically challenged/Ex-Servicemen/EWS) would be eligible for relaxations according to the Government of India norms.
2. The cut-off date for ascertaining the age and experience will be last date of submission of application.
3. Candidate belonging to reserved categories should produce the certificates at the time of interview, issued by the competent authority in the prescribed format as stipulated by Government of India, failing which such candidate's selection/appointment will be cancelled.

IV. Selection Process:

1. Selection process for:
 - a) The selection process will be through a Written Test/skill test and Interview.

Syllabus for written test is as follows :

Logical Reasoning	20 marks
Numerical ability	20 marks
General English	20 marks
Domain Knowledge *	40 marks
Total	100 marks

*Domain knowledge will be related to the post applied for.

2. 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. All Govt/PSU/Autonomies employees are to submit their NOC failing which they will not be allowed for the Interview
4. Pay scale will be as mentioned in the advertisement and also depending upon the present scale, competency level and experience of the selected candidate
5. The qualification and experience prescribed are the minimum requirements and possession of the same does not automatically make the candidates entitled to be called for written test/interview. There will be an initial screening based on the academic qualification, experience and other parameters given in the advertisement and only those screened-in will be considered for further selection process.
6. The management reserves the right to increase the benchmark from minimum eligibility criteria/cut off limits, in the event of more number of applicants, for any post(s) at its discretion. Candidates will be selected on the basis of their academic credentials, experience profile, written test marks, Interview and skill test, if any, and such other selection processes/parameters, as deemed fit by management.

V. Written Test Details:

1. Paper will be of 100 marks with duration of 90 minutes total.
2. Candidates who will get minimum 40 % marks in the written test will qualify for further selection process.
3. For final selection, written test marks and Interview marks will be considered and merit list shall be prepared based on the overall marks obtained by individual.
4. Question paper will be objective in nature.
5. The Interview dates will be communicated to the candidates who are shortlisted after the written exams.
6. The Management has the right to make any changes in the selection criteria and its decision will be final and binding.

VI. Qualification:

1. All the qualifications should be recognized from AICTE/UGC approved/recognized University/Deemed University/Institutes. The courses offered by autonomous institutions should be recognized as equivalent to the relevant courses approved/recognized by Association of Indian Universities (AIU)/UGC/AICTE.
2. 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 joining.

3. Exact percentage should be mentioned in percentage of marks column. e.g. 59.9% should NOT be rounded off to 60%.
4. Only those experiences which are relevant and acquired after the passing date of the qualifying qualification will be considered. Part time employment/internship experience will not be considered. The decision of C-DOT in this regard will be final and binding.

VII. Important Notes:

1. In case of any ambiguity/dispute arising on account of interpretation in version other than English, English version will prevail.
2. Canvassing in any form will be a disqualification for selection.
3. Candidates are not required to send printout of application or any other documents in hard copy to C-DOT.
4. Written test Call Letters, other correspondences regarding interview, etc. will be sent to candidates only to the registered email id provided in their online application. No hard copy will be sent.
5. Mere issue of written test call letter will not imply acceptance of candidature. In case of internal candidates, please note that the finally selected candidates will have to resign from the services and re-join the post as fresh employees on probation.
6. All queries pertaining to recruitment including selection process should be addressed to our Recruitment Team only through hrd@cdot.in (for Delhi location).
7. Number of vacancies may increase/decrease based on the final assessment and such changes will be made by C-DOT without any notice.
8. C-DOT reserves the right to cancel or introduce any examination/other selection process. C-DOT also reserves the right to cancel/restrict/curtail/enlarge the recruitment process and/or the selection process without any notice and without assigning any reasons.
9. All the posts will be filled as per the rules of C-DOT. Pay protection will be given to candidates from Govt/PSU/Autonomies bodies subject to verification of all documents.
10. It is the responsibility of the candidates to assess his/her own eligibility for the post for which he/she is applying in accordance with the advertisement. In case, it is detected at any point of time in future during process of selection or even after appointment that candidate was not eligible as per prescribed qualification, experience etc, which could not be detected at the time of selection due to whatever circumstances, his/her candidature/appointment shall be liable to be cancelled/terminated as case may be.
11. The number of unreserved/reserved posts advertised may vary and C-DOT reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.

12. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the organization shall be final. Interim correspondence will not be entertained and replied to.
13. All the candidates shall produce self-attested copies of all the certificates (educational/caste/experience) along with originals for verification at the time of written test/skill test/interview. No Travelling Allowance (TA) shall be paid to the candidates for attending the written test/Skill test/Interview.
14. The organization reserves the right not to fill up any or all advertised posts; cancel the advertisement in whole or in part without assigning any reason. The decision of the Institute in this regard shall be final. The organization strives to have a workforce, which reflects gender balance, and women candidates are encouraged to apply. Decision of the organization in all matters relating to the eligibility of the candidate, skill/written test and selection shall be final and binding on all the candidates. No correspondence or personal inquiries shall be entertained.
15. The above appointment would be against positions sanctioned by the competent authority, in regular vacancies, available at C-DOT subject to the applicable provisions of Bye laws and other applicable rules. The selected candidates will be appointed against regular post.
16. Any legal dispute arising out of the advertisement may be challenged in the high court of Delhi.

VIII. General Terms and Conditions:

1. The above appointment would be against regular vacancies available at C-DOT subject to applicable provisions of bye-laws. The selected candidate will be appointed against a regular post.
2. 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 requirement and satisfactory performance review for further periods upto five years at a time, till attaining the age of superannuation (present superannuation age being 60 years, as amended from time to time by the governing council) or the dissolution of the society.
3. The selected candidate will be on probation for one year and on successful completion of probation, will be employed on contract upto a period of 5 years (probation included).
4. The application has to be submitted online within 30 days after publication in Employment News (English) . All the required documents (Proof of DOB/ Matric/ Graduation/PG degree/ Experience/ Service certificate along with NOC, if applicable) have to be uploaded along with the application. 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. Applicants are advised to ensure, before applying, that they possess the minimum essential qualification and experience laid down for the post.
6. The vacancy indicated in the notification is tentative. C-DOT reserves the right to not fill the post advertised, if it so desires.
7. 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.
8. C-DOT strives to have a workforce which also reflects gender balance and hence **women candidates are strongly encouraged to apply.**
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*****