

**ADVT NO. CDOTD/HR/REC/2024/03/01 FOR THE POST OF  
Sr. MANAGER - PURCHASE 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>
Sr. Manager – Purchase	Level-13 (Rs.123100-215900)	Delhi

Essential qualifications and experience required for the post of Sr. Manager - Purchase are detailed hereunder:

<b>Gross Emoluments</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>	<b>A. Job Profile:</b> <ul style="list-style-type: none"><li>• Developing purchasing strategies, maintaining positive relationships with suppliers, coordinating with internal teams regarding their supply needs.</li><li>• Self-starters with positive attitudes and high levels of motivation.</li><li>• Goal-oriented individuals and adept problem solvers, they work hard to ensure that they exceed objectives and constantly improve their methods.</li></ul>

- Developing and implementing purchasing strategies.
- Managing daily purchasing activities, supervising staff, and allocating tasks.
- Managing supplier relations and negotiating contracts, prices, timelines, etc.
- Maintaining the supplier database, purchase records, and related documentation.
- Coordinating with inventory control to determine and manage inventory needs.
- Working to improve purchasing systems and processes.
- Training new employees in the purchasing process and utilisation of the same.
- Ensure smooth functioning of existing ERP system in-line with Organization's goals & objectives through ERP
- Monitor costs and expenses to assist in budget preparation
- Keep abreast with all organizational changes and developments and adhere to policies and regulations
- Maintenance of all related records and clearance of old records
- Shall also be responsible for any additional works assigned from time to time by the Management

**B. Skill Sets required:**

- Supervisory and management experience. Ability to manage multiple priorities, work efficiently under pressure and consistently meet schedule.
- Proficiency in Microsoft Office and purchasing software.
- Knowledge of e-procurement through GeM or CPPP
- Excellent communication skills, both written and verbal.
- Strong critical thinking and negotiation skills.
- Ability to work independently with strong planning and organizational skills.
- Excellent verbal communication and interpersonal skills
- Experience using Microsoft Office (Word, Excel, etc).
- Highly organized and detail-oriented. Knowledge of ERP Practices
- Willing to work as per the set Purchase Processes and policies.
- Knowledge of C-DOT technology products and solutions is preferred

The candidate must exhibit capability to adhere to strict timelines and discipline.

<p><b>Eligibility Conditions</b></p>	<ul style="list-style-type: none"> <li>• Applicants employed in Central /State Govt. Departments/Undertakings/ Autonomous bodies should be presently drawing pay in Level 11/Level 12 of 7CPC or analogous scale with minimum service of 8 years in Level-11 or 3 years in Level 12 in similar capacity. 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</li> <li>• PG Diploma/ Master's degree in Management / Operations / Business Management/Material Management/Logistics Management</li> </ul> <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• At least 15 years of total professional experience in the areas mentioned above.</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 initially 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-Sr. Manager - Purchase. 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.