

**Advertisement for recruitment of Associate and Member Support (Finance) at  
Centre for Development of Telematics**

**Advt No. CDOT/HR/A-Grade Rectt/001**

**18 Apr 2023**

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 their 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.**

<b>Name of Post</b>	Associate
<b>Level</b>	Pay Level – 4 of 7CPC (Rs 25500- Rs 81100)
<b>No. of positions</b>	15
<b>Place of Posting</b>	Delhi / Bengaluru
<b>Educational Qualification &amp; Experience</b>	First Class degree (60%) in BSc/B Com/BCA and 3 years of relevant experience
<b>Age</b>	30 years as on last date of submission of application as mentioned in Advt. (Relaxation according to Govt. Of India instructions)
<b>Experience</b>	<b>Preference will be given to candidates having :</b> <ul style="list-style-type: none"><li>• Administration/Finance and Accounts/ Stores &amp;Purchase/ HR/Documentation Experience</li><li>• Familiarity with Ms Office applications and allied software.</li><li>• Knowledge of Technical writing skill and documentation.</li><li>• Diploma in Commercial/ Secretarial Practice</li><li>• Working knowledge of ERP system</li><li>• Good verbal and written communication skills</li><li>• Work Experience in Govt/PSU/CABs organizations</li></ul>

<b>Name of Post</b>	Member Support (Finance)
<b>Level</b>	Pay Level – 6 of 7CPC (Rs 35,400- Rs 112400)
<b>No. of positions</b>	03
<b>Place of Posting</b>	Delhi / Bengaluru
<b>Min Educational Qualification and Experience</b>	<p>The post of Member Support – Finance &amp; Accounts requires a candidate to be well versed with Accounting Standards, Accounting packages (like Tally or Oracle or SAP) &amp; Software tools like Microsoft Excel, PowerPoint &amp; Word. The candidate should have basic understanding of tax laws and audit process.</p> <p><b>Qualification:</b></p> <ol style="list-style-type: none"> <li>Semi-qualified CMA (formerly CWA) (i.e. those having qualified both groups of ICMAI (formerly ICWAI): Intermediate Examination) with 3 years' experience (including training).(OR)</li> <li>Semi-qualified CA (i.e. those having qualified both groups of ICAI: Intermediate Examination) with 3 years' experience (including training).</li> <li>Bachelor's Degree in Commerce with minimum overall percentage of 60 with 5 years' experience.</li> <li>Specialization and Higher qualifications like master's degree are preferable.</li> </ol>
<b>Age</b>	30 years as on last date of submission of application as mentioned in advt. (Relaxation according to Govt. Of India instructions)
<b>Experience</b>	<p><b>Preference will be given to candidates having :</b></p> <ul style="list-style-type: none"> <li>Finance and Accounts Experience from Govt/PSU/CABs organizations</li> <li>Certification in Ms Office applications, Accounting packages and allied software.</li> <li>Working knowledge of ERP system</li> <li>Familiarity with tax laws and audit processes</li> </ul>

### **I- How to apply:**

1. The candidate will have to submit the application online on our portal [www.cdor.in](http://www.cdor.in) . 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. The candidate should mention their Location preference (Delhi/Bangalore) mandatorily.
8. 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.
9. Candidate working in Government/PSUs/Govt. Autonomous bodies can apply online but also upload 'No objection certificate (NOC)' from their current organization along with the application. Those who do not upload the NOC should submit it at the time of written exam, failing which C-DOT reserves the right to disqualify the candidate.

### **II-Closing date for applying online:**

The last date for online submission of application is 08.05.2023.

### **IMPORTANT DATES:**

A	Commencement of on-line Registration of application by candidates	<b>18.04.2023, 10am</b>
B	Last date for on-line registration of application by candidates	<b>08.05.2023, 5pm</b>
C	Written test date	Tentative date of written exam is <b>11.06.2023</b> for both the posts. However, the confirmed date and time will be communicated to the registered email only. No other correspondence will be done.

**Note:**

The candidates are advised to visit C-DOT website regularly for related notices/ information, Corrigendum/Extension etc. If any, shall be published in website [www.cdote.in](http://www.cdote.in) 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. C-DOT internal candidates also will be eligible for an age relaxation of 05 years.
3. The cut-off date for ascertaining the Age and Experience will be Last Date of submission of application.
4. Candidate belonging to reserved categories should produce the certificates at the time of written test/before the joining date, issued by 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. **Mode of Selection:** - The selection process will be through a Written Test/skill test/Interview.
2. The written test will be of objective type covering the following :

**Associate: Pay Level-4**

Logical Reasoning	25 marks
Numerical ability	25 marks
General English	25 marks
Computer Proficiency	25 marks
<b>Total</b>	<b>100 marks</b>

**Member Support (Finance): Pay Level -6**

Logical Reasoning	20 marks
Numerical ability	20 marks
General English	20 marks
Domain Knowledge *	40 marks
<b>Total</b>	<b>100 marks</b>

\*Domain knowledge will be related to Finance and Accounts subjects

3. 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.
4. 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. 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.
5. 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 overall and Section wise 30 % will qualify based on merit list 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.

#### **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 (if any) 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](mailto:hrd@cdot.in) (for Delhi location) and [hrrdb@cdot.in](mailto:hrrdb@cdot.in) (for Bengaluru 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. All selected candidates shall be appointed on contract basis for a period for five years and will include a probationary period (normally 1 year). The contract will be renewed based on satisfactory performance review for further periods of 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.
17. Any legal dispute arising out of the advertisement may be challenged in the high court of Delhi.

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

