

**ADVT NO. CDOTD/HR/REC/2025/07/01 FOR THE POST OF HINDI
CONSULTANT ON CONTRACTUAL 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 Contractual basis:

Applications are invited from the eligible candidates for filling up the below mentioned Post through Walk-in Interviews at C-DOT – Delhi Office.

Sl.	Name of Post	No. Of Positions	CTC	Total Post
1.	Consultant – Hindi Cell	1	Rs.50,000/per month	1

I. How to Apply:

- Interested and eligible candidates may Walk-in for interviews scheduled at C-DOT office, as per the below details:
 - Venue – C-DOT, Centre for Development of Telematics, Chhatarpur, Internal Path, Chhatarpur Enclave, Mehrauli, New Delhi.
 - Date & Timings of Walk-in Interview: Date - 25th Aug'2025; Time – 10am to 1pm
- Candidates should read all terms and conditions carefully before coming for the Walk-in Interview.
- Candidate should read all the eligibility parameters and ensure that he/she is eligible for the post before coming for the Walk-in Interview.
- Candidate should have a valid email id and mobile number which should remain valid & active till the completion of selection process.
- Candidates need to carry their updated CV and all their educational and experience documents at the time of Walk-in Interview.

II. Selection Process:

1. The selection process will be through a Walk-in Interview. Pls follow the C-DOT website regularly for any other notification related to the said post.
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.
5. The qualification and experience prescribed are the minimum requirements and possession of the same does not automatically make the candidates entitled for the post.
6. The management reserves the right to increase the benchmark from minimum eligibility criteria/cut off limits, in the event of a greater number of applicants, for any post(s) at its discretion. Candidates will be selected based on their academic credentials, experience profile, Interview, and if any, and such other selection processes/parameters, as deemed fit by management.

III. 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.

IV. 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 any documents in hard copy/soft copy to C-DOT till asked.
4. All queries pertaining to recruitment including selection process should be addressed to our Recruitment Team only through hrd@cdot.in (for Delhi location).
5. Number of vacancies may increase/decrease based on the final assessment and such changes will be made by C-DOT without any notice.
6. 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.
7. 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.
8. 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.
9. 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.
10. All the candidates shall produce self-attested copies of all the certificates (educational/caste/experience) along with originals for verification at the time of Walk-in Interview. No Travelling Allowance (TA) shall be paid to the candidates for attending the Walk-in Interview.
11. 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 C-DOT 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, and selection shall be final and binding on all the candidates. No correspondence or personal inquiries shall be entertained.
12. Any legal dispute arising out of the advertisement may be challenged in the high court of Delhi.

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

JOB DESCRIPTION FOR THE POST OF HINDI CONSULTANT

Name of Post	CONSULTANT – Hindi - RAJBHASHA
Mode of Recruitment	WALK-IN INTERVIEW
Profile	<p>The post holder will be required to perform the administrative day to day work of RAJBHASHA Section of C-DOT as mentioned below:</p> <p>Candidate should be conversant with-</p> <p>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 relating to official language. To organize Hindi workshops, Hindi Pakhwaras etc. Compilation of Hindi Reports Preparing and sending various reports to DOT, Home Ministry & TOLIC Organizing 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>
Eligibility Conditions	<ul style="list-style-type: none">• Retired Level 10 or above officer of Rajbhasha Cadre of the Central Government Departments/Undertakings/Autonomous Bodies having at least 10 years of experience of Heading the Rajbhasha Section.• Having experience of Handling/Co-ordinating the Inspection of Parliamentary Committee on Rajbhasha• Educational Qualifications:<ul style="list-style-type: none">i. Essential: The applicant should be Master's Degree from UGC recognised University or equivalent in Hindi Medium. Must studied Hindi and English as a subject at the Degree level.ii. Desirable: Undergone at least one course in translation conducted by Central Translation Bureau, Government of India• Experience: A minimum of 10 years of experience of Heading Rajbhasha Section of a Department.• Age Limit: Maximum limit of 62 years as on date of Walk-in Interview