

**Advertisement No. C-DOTD/HR/REC/2025/07/01 for recruitment of Manager-Administration at Centre for Development of Telematics, Bengaluru dated 05.08.2025**

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:

<b>Vacant Position</b>	<b>Level as per 7 CPC</b>	<b>Place of posting</b>
Manager (Administration)	Pay Level 11	Bengaluru

**Applications are invited (only online) for the following post to be filled by way of Direct Recruitment.**

<b>Name of Post</b>	<b>Manager ( Administration)</b>
<b>Level</b>	Pay Level – 11 as per 7 <sup>th</sup> CPC (Basic Pay Rs 67,700 - Rs 208700)
<b>No. of positions</b>	01
<b>Place of Posting</b>	Bengaluru
<b>Essential Educational Qualification</b>	a) Any Master's degree (mandatorily 2 years course) in any stream from a recognized university/ institution. b) Minimum 60% of marks in Graduation and Post-Graduation. (In case of CGPA, it is to be converted to %)
<b>Age</b>	Not exceeding 45 years as on last date of submission of application as mentioned in advt. (Age Relaxation as per Govt rules)
<b>Essential Experience</b>	Minimum of 8-10 years in an Executive/Administrative Managerial role with relevant and proven experience in Government (State/Central/UT) /PSU/Autonomous/R&D/ Reputed Private company.
<b>Desirable Qualification and</b>	As per Annexure-I

<b>Experience</b>	
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### **IMPORTANT DATES:**

A	Commencement of on-line Registration of application by candidates	<b>05.08.2025</b>
B	Last date for receipt of applications	<b>30 days from the date of publication in employment newspaper</b>
C	Written test and Interview dates	Will be communicated

**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.cdor.in](http://www.cdor.in).

#### **A. 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 requirement and satisfactory performance review for further period's upto five years at a time, till attaining the age of superannuation i.e., 60 years.
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 on or before the date mentioned above. 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 no of vacancies may be increased/decreased. 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 written test/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.

**B. Relaxation in Age:**

1. The Relaxation in age for all categories will be applicable as per the Govt norms.
2. The cut-off date for ascertaining the age and experience will be Last Date of submission of application.
3. Candidate seeking relaxation should produce the relevant certificates issued by competent authority in the prescribed format as stipulated by Government of India at the time of uploading the application/at the time of Interview, failing which such candidate's shall not be permitted to attend the Interview.

**C. Qualification :**

1. 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/Board. **It is mandatory to mention the equivalent % if the marks obtained is in the form of CGPA.** Please obtain a certificate to this effect from University / Institute/Board, which shall be required at the time of joining.
2. Exact percentage should be mentioned in percentage of marks column. e.g. 59.9% should NOT be rounded off to 60%. Please mention the equivalent percentage obtained in all fields.

**D. Selection Process :**

1. Selection process will be through written test and 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.
2. The written exam shall be conducted in 02 locations ( Delhi & Bengaluru). The candidate has to choose the preferred test centre at the time of submission of application. CDOT shall try to accommodate the test centres requested. However, the final centre shall be decided based on the organisational requirement. The syllabus for the written test shall be published at a later candidate. The applicants are advised to check the website (careers section) for regular updates.
3. Only those candidates who qualify in the written test shall be called for Interview.
4. All Govt/PSU/Autonomies employees are to submit their NOC at the time of application submission or at the time of Interview failing which they will not be allowed for the Interview.

**E.How to apply:**

1. The candidate will have to submit the application on our website [www.cdor.in](http://www.cdor.in). Before filling the online application form, Candidates should read 'General 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. The preferred location for the written exam centre (Delhi, Bengaluru) is to be selected. However, the final decision of the exam centre will be made by the organization and the details will be intimated to the applicant.
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.
8. Candidate working in Government/PSUs/Govt. Autonomous bodies shall apply online and also upload 'No objection certificate (NOC)' from their current organization along with the application form. In case the NOC is not submitted at the time of application submission, it is mandatory to submit at the time of Interview.

**F.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/Interview 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 call letter will not imply acceptance of candidature.
6. All queries pertaining to recruitment including selection process for the post of Manager (Admin) should be addressed to our Recruitment Team only through [hrrdblrcdot.in](mailto:hrrdblrcdot.in).
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 thereof.
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. 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/ interview.
14. Travelling Allowance (TA) restricted to third AC fare of premium trains shall be paid only to the candidates for attending the Interview. TA shall not be paid to candidates for the written test.

15. 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.

15. The organization strives to have a workforce, which reflects gender balance, and women candidates are encouraged to apply.

16. Decision of the organization in all matters relating to the eligibility of the candidate, written test/Interview and selection shall be final and binding on all the candidates. No correspondence or personal inquiries shall be entertained.

16. Any legal dispute arising out of the advertisement may be challenged in the high court of Delhi/Bengaluru.

**Annexure-I to Advertisement No. C-DOTD/HR/REC/2025/07/01 dated 05.08.2025**

**Desirable Qualification :**

Two years Master's degree in Business Management / Business Administration (Or)/two years PG Diploma in Personal Administration & Industrial Relations or equivalent would be preferred.

**Roles and Responsibilities/ Desirable Experience**

**Post: Manager-Administration**

**A. Job Profile:**

- Planning and managing day-to-day operations and co-ordinating all administrative procedures and systems.
- Handling Tenders / Contracts of all Organization administrative Services like Security and Fire fighting, Canteen, Transport, Housekeeping and allied services, Travel and accommodation, Photocopying Services, Staff Medical Insurance, Guest House services, Leased accommodation, Dispatch Management, Solid waste Management etc. Co-ordinate and induct contractual manpower through outsourced agencies.
- Managing above said out-sourced services and certifying the release of payments at required intervals. Ensuring payments compliance as per the tender terms settled for minimum wages and its associated statutory requirements like PF, ESI etc.
- Co-ordinate and conduct events & manage VIP visits.
- Preparation & proposing amendments in the existing policies for organisation improvement and its employees.
- Plan, coordinate and manage all administrative procedures and offer solutions for their improvement.
- Oversee facilities services and maintenance.
- Monitor costs and expenses to assist in budget preparation.
- Keep abreast with all organisational changes and developments and

adhere to policies and regulations.

**B. Skill Sets required:**

He / She Must maintain positive working relationship with the Executive, Administrative and Management Teams, Vendors and Contractors to successfully coordinate administrative and campus functions and for the smooth operation of the work areas.

- Strong analytical and organizational skills with excellent Oral and written communication ability.
- Strong communication, negotiation, critical thinking, problem solving and interpersonal skills.
- Good Presentation, Leadership and Team-oriented management skills.
- Proficient with Labour laws and statutory compliances.
- Ability to plan and manage multiple priorities and consistently meet schedules.
- Supervising day-to-day operations of the administrative and campus activities. Managing all types of services / contracts with good practical decision making capacity, result and solution oriented ability.
- Working knowledge of office automation tools. (Eg ERP, E-office management)
- Knowledge about the latest guidelines of CVC required with regard to tendering for out sourced services through GEM/CPP portal of GOI.
- Knowledge of managing laws linked to all outsourced contracts.
- Knowledge of Kannada will be an added advantage