

# Centre for Development of Advanced Computing

## REQUIRES

Result Oriented Senior HR / Administrative Professionals  
for its Centres at Bangalore Knowledge Park , Kolkata,  
Mohali, Mumbai, Thiruvananthapuram & Pune



Centre for Development of Advanced Computing (C-DAC) is a Scientific Society of the Department of Information Technology, Ministry of Communications & Information Technology, Government of India.

C-DAC is a national Centre of Excellence, pioneering application oriented research, design and development in Electronics and Information Technology. C-DAC has contributed significantly to the growth of the industry in general and the electronics sector in particular through the indigenous development of commercially viable systems and products, foreign technology absorption, adaptation and upgradation, consultancy and training and turnkey implementation of contract projects. C-DAC has several firsts to its credits and is the recipient of prestigious national level awards for excellence in application-oriented R & D.



C-DAC invites applications for the following posts available at its Centres at different locations on Direct Recruitment / Permanent Absorption basis: -

- I. **Name of Post** : **Chief Administrative Officer (1 post at Kolkata)**  
**Chief Personnel Officers (1 post at TVM and 1 post at Pune)**
- Post Code : MAS A VIII
- Pay Band and Grade Pay : PB-3 15600-39100, Grade Pay Rs. 7600/-
- Pre-Revised Scale of Pay : 12000-375-16500  
Total Emoluments Rs. 47000/- (approx.)
- Age Limit : 40 Years as on 01.10.2010.  
(Relaxable as per Govt. of India Instructions)
- Number of Posts : 3 (Three) - Unreserved
- Tenure of Appointment : 1) Against regular vacancy at Kolkata  
2) Against regular vacancy at Thiruvananthapuram  
3) Against grade based contract vacancy on Continuing Contract basis at Pune

- For Kolkata and Thiruvananthapuram, the selected candidates will be on probation from the date of joining as per C-DAC rules. On clearance of probation, the candidates will be eligible for a continuing appointment till the age of superannuation.
- For Pune, the appointment will be on contract for a period of 5 years at a time, renewable for further period of 5 years at a time and until superannuation. The selected candidates will be on probation from the date of joining as per C-DAC rules. Continuation of the contract for further terms will depend on the performance of the appointee and the organizational requirements.

**I (a) Qualifications and Experience (Post Qualification):**

**(i) Direct Recruitment**

- LL.M with 9 years experience OR
- 2 Years full time MBA / PG in Mass Communication / LLB or equivalent relevant professional qualification with 12 years relevant experience

**OR**

**(ii) Permanent Absorption**

- In case of employees of the Central / State Govt. / PSUs / Autonomous Bodies seeking job on permanent absorption basis: -

- (a) Holding analogous post on regular basis OR
- (b) Having 5 years of regular service in pre-revised Scale of Pay 10000-325-15200 OR
- (c) Possessing the qualification and experience prescribed for the post as per I(a)(i) above.

**I (b) Other Requirements:**

- Relevant experience in the area of Administration, Personnel, Establishment, Recruitment, HR development, Training and Legal activities & Public Relations.
- Well versant in General Administration / HRD and conversant with Central Government Rules, to head and lead the HRD and legal activities of the Centre.
- Must have proven ability to lead, guide and motivate the staff at the Centre. Proven communication skill, problem solving skills and thorough knowledge of best practices, which are critical for the successful performance of the Centre.

**I (c) Job Profile:**

- To be the functional Head of the Administrative and / or the Human Resources Department and to be responsible for the Department's overall functioning.
- To supervise and coordinate all Administrative / HR activities of the Centre including framing of rules & regulations to meet the functional needs of the Centre for the smooth functioning.
- To be the co-ordinator at the Centre and interact with the Scientific and Technical Personnel and Administrative and Support Staff to create a conducive environment.
- To plan and execute the manpower requirements of the Centre and recommend suitable modifications.
- To assist Senior Technical Officers of the Centre in all administrative, legal and HRD matters including drafting of reports.

2. **Name of Post** : **Sr. Administrative Officers** (1 post at Mohali and 1 post at Bangalore Knowledge Park)
- Post Code : MAS AVII
- Pay Band and Grade Pay : PB-3 15600-39100, Grade Pay Rs. 6600/-
- Pre-Revised Scale of Pay : 10000-325-15200  
Total Emoluments Rs. 41000/- (approx.)
- Age Limit : 35 Years as on 01.10.2010  
(Relaxable as per Govt. of India Instructions)
- Number of Posts : 2 (Two) - Unreserved
- Tenure of Appointment : 1) Against regular vacancy at Mohali  
2) Against regular vacancy at Bangalore Knowledge Park

■ The selected candidates will be on probation from the date of joining as per C-DAC rules. On clearance of probation, the candidates will be eligible for a continuing appointment till the age of superannuation.

2 (a) **Qualifications and Experience (Post Qualification):**

(i) **Direct Recruitment**

- LL.M with 4 years experience OR
- 2 Years full time MBA / PG in Mass Communication / LLB or equivalent relevant professional qualification with 7 years relevant experience

OR

(ii) **Permanent Absorption**

- In case of employees of the Central / State Govt. / PSUs / Autonomous Bodies seeking job on permanent absorption basis: -

- (a) Holding analogous post on regular basis OR
- (b) Having 4 years of regular service in pre-revised Scale of Pay 8000-275-13500 OR
- (c) Possessing the qualification and experience prescribed for the post as per 2(a)(i).

2 (b) **Other Requirements:**

- Relevant experience in the area of Administration, Personnel, Establishment, Recruitment, HR development, Training and Legal activities & Public Relations.
- Well experienced in General Administration / HRD and conversant with Central Government Rules.
- Must have proven ability to lead, guide and motivate the staff at the Centre. Proven communication skill, problem solving skills and thorough knowledge of best practices, which are critical for the successful performance of the Centre.

2 (c) **Job Profile:**

- To supervise and co-ordinate all Administrative and HR activities of the Centre including framing of rules & regulations to meet the functional needs of the Centre for the smooth functioning.
- To plan and execute the manpower requirements of the Centre and recommend suitable modifications.
- To assist the Executive Director and the Senior Technical Officers of the Centre in all administrative work

3. **Name of Post** : **Administrative Officers**  
(1 Post at Mumbai and 1 Post at Thiruvananthapuram)
- Post Code : MAS AVI
- Pay Band and Grade Pay : PB-3 15600-39100, Grade Pay Rs. 5400/-
- Pre-Revised Scale of Pay : 8000-275-13500.  
Total Emoluments Rs. 34000/- (approx.)
- Age Limit : 35 Years as on 01.10.2010  
(Relaxable as per Govt. of India Instructions)
- Number of Posts : 2 (Two) – Unreserved
- Tenure of Appointment : 1) Against regular vacancy at Mumbai  
2) Against regular vacancy at Thiruvananthapuram

■ The selected candidates will be on probation from the date of joining as per C-DAC rules. On clearance of probation, the candidates will be eligible for a continuing appointment till the age of superannuation.

3 (a) **Qualifications and Experience (Post Qualification):**

(i) **Direct Recruitment**

- LL.M OR
- 2 Years full time MBA / PG in Mass Communication / LLB or equivalent relevant professional qualification with 3 years relevant experience

OR

(ii) **Permanent Absorption**

- In case of employees of the Central / State Govt. / PSUs / Autonomous Bodies seeking job on permanent absorption basis: -

- (a) Holding analogous post on regular basis OR
- (b) Having 5 years of regular service in pre-revised Scale of Pay 6500-200-10500 OR
- (c) Possessing the qualification and experience prescribed for the post as per 3(a)(i).

3 (b) **Other Requirements:**

- Relevant experience in the area of Personnel, Establishment, Recruitment, HR development, Training and Legal activities & Public Relations.
- Well versant in Administrative / HRD activities and conversant with Central Government Rules. **In Mumbai, the person with good experience in Establishment & HR would be preferred.**
- Must have proven ability to lead, guide and motivate the staff at the Centre. Proven communication skill, problem solving skills and thorough knowledge of best practices, which are critical for the successful performance of the Centre.

3 (c) **Job Profile:**

- To supervise and coordinate Administrative and HR activities of the Centre including framing of rules & regulations to meet the functional needs of the Centre for the smooth functioning.
- To plan and execute the manpower requirements of the Centre and recommend suitable modifications.
- To assist Senior Officers of the Centre in HRD and Administrative work.

4. **Name of Post** : **Administrative Executive**  
**Remuneration** : Consolidated Pay of Rs. 35000/- p.m.  
(Rupees Thirty Five Thousand only)  
**Age Limit** : 45 Years as on 01.10.2010  
(Relaxation as per Govt. of India Instructions)  
**Number of Post** : 1 (One) - Unreserved  
**Tenure of Appointment** : On contract for Thiruvananthapuram Centre

■ The appointment will be initially for a period of 1 year from the date of joining, extendable for a period of 4 more years, depending on the performance of the candidate and requirement of the Centre.

■ Renewal of the contract would depend on the need of the institution.

4 **(a) Qualifications and Experience (Post Qualification):**

- A University Degree with 15 years of professional experience in the relevant field.

4 **(b) Other Requirements:**

- Relevant experience in the area of administration.
- Must have proven ability to lead, guide and motivate the staff at the Centre. Proven communication skill, problem solving skills and thorough knowledge of best practices which are critical for the successful performance of the Centre.

4 **(c) Job Profile:**

- To perform and supervise all administrative activities of the Centre and to be totally responsible for the administrative function of the Centre, to facilitate the overall operations and progress.
- To be the liaison officer of the Centre and to co-ordinate with local authorities / Government for ensuring smooth functioning of the Centre.
- To supervise and co-ordinate the administrative, maintenance and support services of the Centre for the smooth functioning.
- To be the Co-ordinator at the Centre and interact with the Scientific & Technical, Personnel, Administrative and Support Staff to create a conducive environment.
- To be the Public Relations Officer (PRO) and interact with the external world.
- To plan and execute the infrastructure requirements of the Centre and recommend suitable modifications.
- To assist Senior Officers of the Centre in all administrative work, legal matters including drafting of reports, Agreements etc.
- All other assignments as per the requirements of the Centre in accordance with the instructions and directives of the higher authorities.

### Other Conditions:

1. Those candidates, who are already in employment under Central / State Government, Public Sector Undertakings or Autonomous Bodies, are expected to apply through proper channel or attach a 'No Objection Certificate' from the employer concerned with the application.
2. Screening of applications will be based on qualifications, age, academic record and relevant experience. Only short listed candidates shall be invited for interview for final selection. The Centre reserves the right to fix higher threshold of standards for screening in case of overwhelming response.

### How to Apply:

Interested candidates may download the application form and apply in the prescribed manner along with copies of certificates (regarding proof of age, qualification, experience, caste etc.), superscribing the envelope “**Application for the post of \_\_\_\_\_**”, to reach the undersigned on or before **11.10.2010**.

*Application should be submitted in the prescribed format ONLY. Applications without the requisite information asked for / without signature / without photograph / without copies of certificates / without proof of experience and applications received after the due date will not be considered.*

### Reimbursement of Travelling expense:

Out station candidates called for Selection Interviews shall be eligible for to and fro Second Class Railway Fare by the shortest route including reservation / sleeper charges on production of proof of journey.

No interim correspondence will be entertained. Canvassing in any form will result in disqualification.

### Head, Corporate HRD, C-DAC

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