



## Advertisement No.: C-DAC(H)/RECT No.02 (2023/Dec)

Centre for Development of Advanced Computing (C-DAC) is a Scientific Society of the Ministry of Electronics and Information Technology, Government of India. C-DAC has today emerged as a premier R&D organization in ICT&E (Information, Communications Technologies and Electronics) in the country, working on strengthening national technological capabilities in the context of global developments in the field and responding to change in the market need in selected foundation areas. C-DAC represents a unique facet working in close junction with MeitY to implement nation's policy and pragmatic interventions and initiatives in Information Technology. As an institution for high-end Research and Development (R&D), C-DAC has been at the forefront of the Information, Communications Technologies, and Electronics (ICT&E) revolution, constantly building capacities in emerging/enabling technologies and innovating and leveraging its expertise, caliber and skill sets to develop and deploy products and solutions for different sectors of the economy. C-DAC's areas of expertise range from R&D work in ICT&E Technologies to Product Development, IP Generation, Technology Transfer and Deployment of Solutions. Primary Thematic or Thrust Areas addressed by C-DAC are:

- High Performance Computing and Grid & Cloud Computing
- Multilingual Computing & Heritage Computing
- Professional Electronics, VLSI & Embedded Systems
- Software Technologies including FOSS
- Cyber Security & Cyber Forensics
- Health Informatics
- Education & Training

**C-DAC, Hyderabad** is looking for skilled and committed candidates with innovative mindset to contribute towards National Level Projects with societal impact. Appointments are on contract basis on consolidated emolument which may be considered for extension for a further period based on performance of the Incumbent and Project requirement.

## 1. Project Officer - 04(Four)

<b>Post:</b>	<b>Project Officer - (ISEA)</b>
<b>C-DAC Post Code:</b>	HYD/PO-(ISEA)
<b>No. of Posts</b>	03 (three)
<b>Job Location</b>	Hyderabad / New Delhi
<b>Educational Qualification &amp; Experience</b>	Two years full time MBA / Post-Graduation in Business Management / Business Administration / Marketing or equivalent relevant professional qualification and with atleast 3 years post-qualification work experience in relevant field
<b>Skill Set</b>	<ul style="list-style-type: none"><li>• Proficiency in Word, Excel, Power Point etc</li><li>• Experienced professionals with knowledge and exposure of project management areas i.e. implementation and monitoring of Government projects</li><li>• Strong communication, Documentation and inter-personal skills</li><li>• Ability to work with multiple stakeholders/teams and deliver results</li><li>• Documentation of project achievements, reports, communication with the stakeholders and with the Ministry</li><li>• Well aware of all Government Procedures and minuting PRSGS etc</li><li>• Excellent written and verbal communication skills, strong computer and Internet skills</li></ul>
<b>Job Profile</b>	<ul style="list-style-type: none"><li>• Analysis, planning, developing procedures, organizing &amp; follow-up meetings/reviews, preparing reports, write-ups and other related managerial activities</li></ul>

	<ul style="list-style-type: none"> <li>• Preparation of progress reports, Collaborate and manage diverse stakeholders, oversee multiple project teams and ensure program goals are reached</li> <li>• Managing Projects budget</li> <li>• Monitor all project milestones and steps to cover the gaps</li> <li>• Documentation of the project achievements, reports and communication with the stakeholders</li> </ul>
<b>Annual CTC (Approximate)</b>	Rs.5.2 lakhs Per Annum
<b>Age</b>	Below 50 years as on last date of application submission
	<div style="border: 1px solid orange; border-radius: 10px; padding: 5px; display: inline-block;"><b>Apply Now</b></div>

<b>Post:</b>	<b>Project Officer - (Outreach &amp; Placement)</b>
<b>C-DAC Post Code:</b>	HYD/PO-(O&P)
<b>No. of Posts</b>	1 (One)
<b>Job Location</b>	Hyderabad
<b>Educational Qualification &amp; Experience</b>	Two years full time MBA / Post-Graduation in Business Management / Business Administration / Marketing or equivalent relevant professional qualification and with 3 to 5 years of post-qualification work experience in relevant field
<b>Skill Set</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> </ul>

- Proficiency in Word, Excel, Power Point etc.
- Ability to develop sound, credible reciprocal relations with industry.
- Positive attitude, proactive nature and strong optimism.
- Good Understanding in Social media Communication strategy, Brand building and digital marketing campaigns,
- In-depth knowledge of marketing techniques and social media platforms.
- Good understanding of the latest marketing trends and techniques

**Job Profile**

- Design and present new social media campaigns
- Monitor all social media platforms (Quora, Linked in, Facebook, YouTube, Instagram etc.) for trending news, ideas, and feedback.
- Prepare detailed promotional presentations, Innovative ways of promoting C-DAC's training PG Diploma courses.
- Planning and hosting of marketing campaigns / events.
- Research and evaluate competitor marketing and digital content.
- Contribute to the creation of email campaigns, and social media content.
- Promoting course highlights on social media (posters/ brochure/blogs/ articles/ PPTs etc.)
- Conducting webinar/seminars/workshops
- Creative & Analytical - Create good presentations, Brochures, Strip advertisements, Posters etc.
- Identifying and reaching the companies in Job portal (Naukri, Indeed, Shine, LinkedIn, Timesjobs & etc)
- Marketing activities and conducting placement drives of students of PG Diploma courses of C-DAC

	<ul style="list-style-type: none"> <li>• To have close liaison with industry for placement of students</li> <li>• To Work in consultation with Training Coordinator, Industry - Institute Interaction for organizing Lectures from the professionals of Industry</li> <li>• To collect Feedback from the companies and take corrective steps during placements</li> <li>• Arrange Training programs for soft skills and interview facing skills for the students using institutional and external expertise</li> <li>• To organize the entrepreneurship workshops</li> </ul>
<b>Annual CTC (Approximate)</b>	Rs.5.2 lakhs Per Annum
<b>Age</b>	Below 50 years as on last date of application submission
	<div style="border: 1px solid orange; border-radius: 10px; padding: 5px; display: inline-block;"><b>Apply Now</b></div>

**The mentioned position is on contract for a fixed duration and against approved projects. The position is purely on contract basis on consolidated emoluments, initially for a period of 03 years and extendable based on project requirement.**

**C-DAC reserves the right w.r.t. to the pay to be offered to selected candidates based on the norms of C-DAC.**

**Note:** CANDIDATES ARE ADVISED TO CAREFULLY READ THE DETAILED ADVERTISEMENT BEFORE FILLING THE ONLINE APPLICATION.

### **How to apply**

- Before filling the online application form, Candidates should read 'General Terms and Conditions' carefully.
- Candidate should read all the eligibility parameters and ensure that he/she is eligible for the post before starting to apply online.
- Candidate should have a valid email id and mobile no. which should remain valid & active till the completion of selection process.

- Candidates can click on the 'Apply' button provided against each position for which he/she wishes to apply.
- Fill all the details in the application form at the appropriate places.
- After filling all the details in online application form click on 'Submit' button.
- **Candidates should scan their photograph in .jpg format (not more than 300 KB) and keep it ready before starting to apply online for uploading.**
- **Candidates should download the "Personal Particular Form" and upload the filled Form and also upload the higher degree certificate (Graduation / PG) in PDF Format.**
- A unique application number will be generated by the system, please note this application number for future reference and use. Candidates can take a print of the application form and keep it with them for their own records and you should submit signed application at the time of written test/Interview.
- No hard copy/ printed applications should be sent to C-DAC.
- **Candidates are advised to go through the requirement of educational qualification, experience and other conditions carefully before choosing the post for which they wish to apply.**

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 found at any point of time in future during process of selection or even after appointment that the candidate was not eligible as per prescribed qualification, experience etc., which could not be found at the time of selection due to whatever circumstances, his/her candidature/appointment shall be liable to be cancelled/terminated as case may be without giving any notice.

• Candidate working in Government of India/ State Government (Department/ Undertaking/ PSUs/ Autonomous bodies) may also apply online in advance and print of the application form, duly filled, and signed should be forward through proper channel to Head HRD, C-DAC Hyderabad.

• Those who are not forwarding their application through proper channel are required to produce 'No objection certificate (NOC)' from their current employer at the time of interview, if called for, failing which they will not be permitted to attend the interview.

**Closing date for applying online: The last date for online submission of application is 15-Jan-2023 (up to 05:30 PM).**

**IMPORTANT DATES:**

<b>A</b>	<b>Commencement of on-line Registration of application by candidates</b>	<b>28-Dec-2023</b>
<b>B</b>	<b>Last date for on-line registration of application by candidates</b>	<b>15-Jan-2024</b>
<b>C</b>	<b>Written Test / Interview date</b>	<b>Will be communicated by email only</b>

**Please Note:** The candidates are advised to visit C-DAC website regularly for notices/ information. Corrigendum/Extension/updates etc., if any, shall be published in our website [www.cdac.in](http://www.cdac.in) only.

**General Terms & Conditions:****Reservation:**

- Reservation for SC/ST/OBC/EWS will be applicable as per the Govt. of India norms, as applicable to C-DAC.
- Candidate belonging to reserved categories should produce the certificates at the time of written test / skill test / interview etc., if called for issued by competent authority in the prescribed format as stipulated by Government of India, failing which such candidates will not be allowed to attend the interview / selection test against reserved posts and will not be allowed to claim the relaxations applicable in case of reservation.
- In case of candidates belonging to OBC category, certificate should specifically contain the clause that the candidate does not belong to creamy layer section.

<b>Position Name</b>	<b>UR</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>EWS</b>	<b>Total</b>
Project Officer	03	-	-	01	-	04

## **Relaxation/ Age Limit:**

- Applicants belonging to the reserved category (SC/ST/OBC) / PWD/ Ex-servicemen would be eligible for relaxations according to the Government of India norms.
- Government employees will be eligible for relaxation in age by 5 years including other age relaxations.
- The cut-off date for ascertaining the age and experience will be Last Date of submission of application.
- The application of the candidates not meeting the prescribed age criteria will be reject/cancelled without any prior intimation.

## **Mode of Selection:**

Applicants meeting the eligibility criteria will be informed by e-mail, to appear for a "**written test/Interview**". Selection will be based on multi-level interviews to be conducted at C-DAC, Hyderabad. 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.

- 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 interview and selection processes.
- There will be an initial screening based on the academic and other parameters given in the application and only those screened-in will be considered for further selection process.
- The management reserves the right to increase the minimum eligibility criteria/cut off limits, in the event of the number of applicants are more, for any post(s) at its discretion. Candidates will be selected on the basis of their academic credentials, experience profile, performance in the interview and such other selection processes/parameters, as deemed fit by management.
- The number of vacancies indicated in the notification is tentative. C-DAC reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, C-DAC also reserves the right NOT to fill any of the posts advertised. Also the posts are time bound and are purely contractual in nature for specified duration. The persons engaged on contract will not derive any right or claim to have a regular post in C-DAC.
- All information submitted in the application will be verified with the



original documents at the time of document verification or at any stage of the recruitment process. If any documents/information provided by the candidate is found to be false or incorrect or Non-conformity with the eligibility criteria, then his/her candidature is liable to be rejected/cancelled at any stage of the recruitment and selection process without any prior intimation.

### **Qualification:**

- All the qualifying qualifications should be regular course(s) 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.
- 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 interview.

### **Experience:**

Only those experiences which are relevant and acquired after the passing date of the qualifying qualification will be considered. The decision of C-DAC in this regard will be final and binding.

The period of experience rendered by candidate as Intern, trainee, research fellow, part time basis, visiting/guest faculty will not be counted while calculating the valid experience for short listing the candidates for interview.

Candidate should possess experience certificates/documents issued by the previous and present employer clearly indicating period of employment, salary drawn and post held.

### **Important Notes:**

- In case of any ambiguity/dispute arises on account of interpretation in version other than English, English version will prevail.
- **Canvassing in any form will be a disqualification for selection.**
- **Written test/ Interview Call Letters, other correspondences** (if any) etc. will be send to candidates **through email** at the email id provided in

their application form. No hard copy will be sent.

• **Mere issue of Interview call letter will not imply acceptance of candidature or selection for the post.**

• In case of internal candidates, please note that the finally selected candidates will have to resign from the services and join the post as fresh employees.

• All queries pertaining to recruitment including selection process should be addressed to our Recruitment Team only through **hrd-hyd@cdac.in**. Kindly note that we have not authorized any agent/ agency for representing C-DAC for anything related to recruitment or its processes.

• **Number of vacancies may increase/decrease based on the final assessment and such changes will be made by C-DAC without any notice.**

• **If a candidate is not found suitable for the position applied for he may be considered for lower position on receipt of willingness of the candidate.**

• **C-DAC reserves the right to cancel or introduce any examination/Personal Interview/Other selection process.** C-DAC 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.

• **All the posts will be filled as per the as applicable Recruitment Rules or guidelines of C-DAC.**

• C-DAC reserves the right to fill up the post or increase/decrease the number of posts or even to cancel the whole or part of the process of recruitment without assigning any reason thereof.

• 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 found 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 found at the time of selection due to whatever circumstances, his/her candidature/appointment shall be liable to be cancelled/terminated as case may be.**

• Choosing a particular department /project does not entitle the candidate to be appointed in the same department itself. If selected, management reserves the right to post the candidate in any department, right to assign duties in any location where C-DAC has its

- centre or project site.
- The selected candidates may be posted at any of the offices/ project site etc. of C-DAC as per the project requirement.
  - The selected candidates will be eligible to apply for different/higher posts, on contract on consolidated pay basis, against internal notifications issued, if any from time to time.
  - No TA /DA will be provided for attending the written test / interview.
  - For any dispute, Courts at Hyderabad will have the sole jurisdiction.

## Human Resource Department

Centre for Development of Advanced Computing  
Plot No. 6 & 7, Hardware Park,  
Sy No. 1/1, Srisaïlam Highway,  
PahadiShareef Via Keshavagiri (Post)  
Hyderabad -501510  
Web Site: [www.cdac.in](http://www.cdac.in)  
Phone: 9100034448-Ext -941,942



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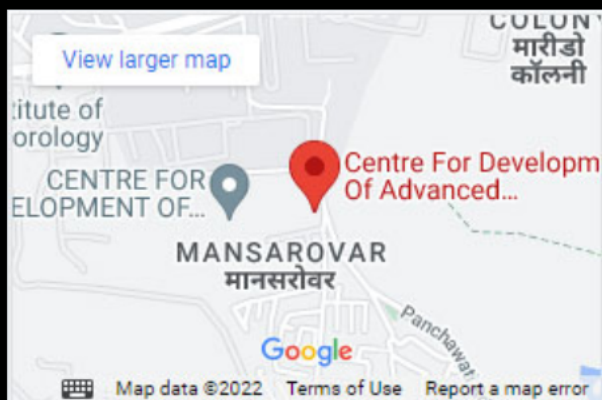
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## CONTACT US

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