प्रगत संगणन विकास केंद्र
CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING

(A Scientific Society of the Ministry of Communications & Information Technology, Govt. of India)
Vellayambalam, Thiruvananthauram – 695 033.

Advt. No.: CDAC (T)/RCT/56/2014 dated January 9, 2014

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 Thiruvananthapuram requires the following positions
ON CONTRACT BASIS

Post No: 56.1   Project Service & Support-I (Hindi)

Number of Post   - 01 Post (GEN)

Remuneration   - Rs. 12300/- Consolidated per month (Rupees Twelve Thousand Three Hundred Only)

Qualifications required for the post:-

- ❖ Graduate with Hindi as main subject with minimum 50% marks or equivalent.
- ❖ Should possess at least 3 years post qualification work experience in Hindi typing / translation / teaching.
- ❖ Should have studied English as one of the subjects at degree level.
- ❖ Should have minimum 25 words typing speed per minute, both in Hindi and English.
- ❖ Should posses good knowledge in the use of computers.

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Post No: 56.2   Project Technician-II (Animator)

Number of Posts   - 01 Post (GEN)

Remuneration   - Rs. 14100/- Consolidated per month (Rupees Fourteen Thousand One Hundred Only)

Qualifications required for the post:-

- ❖ Three years Diploma in Engineering or Graduation in Computer Science / Electronics / IT / Computer Application.
- ❖ Certificate in Animation.
- ❖ Should possess at least 1 year post qualification experience in Animation.

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Age Limit:

i) Should not exceed 28 years as on 31.01.2014 for post No **56.1**. and 30 years as on 31.01.2014 for post No **56.2.**

ii) Relaxation upto 3 years for OBC (Non Creamy Layer), 5 years for SC / ST and 10 years for PWD (Persons With Disabilities) candidates are admissible as per GOI orders.

General Conditions:

i) All qualifications must be from Recognized Institutes / Universities.

ii) The Number of vacancies indicated is provisional and may vary at the time of actual selection. The Centre reserves the right not to fill up any of the posts, if it so desires.

iii) C-DAC provides medical reimbursement to self, spouse and dependent children equal to one month's salary per annum.

iv) Employees are eligible for an increase of 10% of their consolidated salary during the second year as per existing rules of the Centre.

v) Employees are also eligible for subsidized canteen facilities available at the Centre.

Term of Engagement:

i) The engagement is purely on contract basis. Period of engagement for **Post No: 56.1, Project Service & Support-I (Hindi)** is for 2 years and that of **Post No: 56.2, Project Technician-II (Animator)** is for 1 year or up to **28.2.2015** whichever is earlier. Renewal of contract, if any will be purely based on the needs of the organization.

ii) Engagement based on this advertisement will not confer any right whatsoever on the Recruitee for any regular engagement in C-DAC Thiruvananthapuram or any other unit.

iii) Performance of the employee will be reviewed periodically during the first year and continuation of the assignment to the second year, will be purely based on the performance of the employee.

Selection:

i) Initial screening will be based on academic records and experience. Though the minimum eligibility for applying will be as specified against each posts, the Centre reserves the right to fix a higher qualification in the initial screening, if sufficient number of candidates with higher qualifications is available.

ii) Short listed candidates will be called for Test and Interview. The exact Date, time and venue of the Test and Interview will be intimated separately through e-mail.

How to Apply:

i) Candidates are required to apply ONLINE between **09.01.2014** and **24.01.2014. Online submission closes on January 24, 2014 at 12.00 midnight.**

ii) **Candidates are required to submit a non-refundable processing fee of Rs. 250/- (Rs. 50/- for SC / ST / PWD-Persons With Disabilities, Candidates) by demand draft drawn in favour of C-DAC, Thiruvananthapuram. DD drawn after 24.01.2014, i.e. the last date for online registration, will not be accepted.**

iii) **SC, ST and PWD (Persons With Disabilities) Candidates have to send attested Caste Certificate / Medical disability certificate, as the case may be, by post along with the application failing which their cases will not be considered for relaxation.**

iv) Applications are to be submitted ONLINE only through Internet. Other modes are not accepted. Candidates are required to send hard copy of application, copies of certificates (regarding proof of age, qualification, experience and caste etc.) and marks sheets along with the Demand Draft on account of processing fee to **The Senior HRD Officer, Centre for Development of Advanced Computing, Vellayambalam, Thiruvananthapuram – 695 033,** so as to reach CDAC on or before **28ᵗʰ January 2014**, superscribing the envelope "**Application for the post of _____**".

v) **Receipt of hardcopy along with proof of age, qualification and experience is mandatory for considering the application.**

vi) **Name of the applicant and application number should be clearly written on the backside of the Demand Draft.**

vii) Candidates should also keep the hard copy of application with them for submission at the time of Test / Interview, if they are shortlisted for the same.

Important Points to note:

i) Online Registration System does not check whether the information provided by the candidates makes them eligible for the post advertised. In case, this turns out to be false, such candidates will not be allowed to participate in the interview process, **even if they have passed the screening test**.

ii) The candidates alone are responsible for the authenticity of information provided by them. **Any wrong information provided will make them automatically disqualified for the interview, irrespective of the ranking obtained in the test**.

iii) Shortlisted Candidates for interview will be required to submit the following documents along with one set photocopy while reporting for Selection Interview:-

- Hard copy of application submitted Online.
- All academic certificates in original.

- Proof of experience in original.
- Caste/Community Certificate for SC/ST/OBC-Non Creamy Layer as applicable in original.
- Medical Disability Certificate issued by Competent Authority in the case of PWD (Persons With Disabilities) candidates.

iv)   Candidates are required to appear for Test and Interview at their own cost.

v)   SC/ST/PWD (Persons With Disabilities) candidates appearing for interview at Thiruvananthapuram will be eligible for reimbursement of II Class Sleeper to and fro train fare on production of proof of journey and subject to verification of original caste certificate / Medical Certificate.

vi)   No interim correspondence will be entertained.

vii) Canvassing in any form will be a disqualification.

Senior HRD Officer
Centre for Development of Advanced Computing
Vellayambalam, Thiruvananthapuram – 695 033