

F.No.01(201)/2022-CCA | 792 - 798/23
Government of India

Ministry of Electronics and Information Technology
Office of Controller of Certifying Authorities

Dated: 18th August, 2023

OFFICE MEMORANDUM

Subject: Engagement of 01 Consultant (Technical) in the Office of Controller of Certifying Authorities (CCA), MeitY – reg.

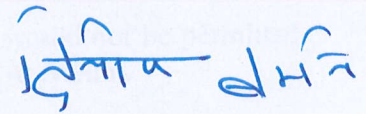
The Office of Controller of Certifying Authorities (CCA) invites applications from retired S&T Officers for engagement as Consultant (Technical) purely on contract basis for a period of one year from the date of engagement which may be extended or curtailed as per the functional requirements.

2. The details including eligibility criteria, terms & conditions, are enclosed (**Annexure-I**). The CCA reserves the right to accept or reject in part or all the responses without assigning any reasons whatsoever

3. The last date for receipt of applications, in the prescribed format is 17th September, 2023 (up to 5.00 PM). Applications received after due date/time or without supporting documents will not be considered.

4. The applications received would be processed and the selected candidate empanelled, on a continuous basis, for immediate deployment in the office of CCA as per requirement.

5. Application as per format enclosed (**Annexure-II**) may be sent to **Director (F&A), Office of Controller of Certifying Authorities, Ministry of Electronics and Information Technology, Electronics Niketan, 6, CGO Complex, New Delhi-110003.**



(D.K. Barman)
Director (F&A)/
Assistant Controller (Technology)

To:

1. Intra-MeitY Notice Board
2. NIC/STQC Dte.
3. All Autonomous Bodies under MeitY
4. All S&T Ministries/Departments
5. DOPT for hosting on their website
6. Website of CCA
7. Webmaster MeitY

F.No.01(201)/2022-CCA
Government of India
Ministry of Electronics and Information Technology
Office of Controller of Certifying Authorities

1. Eligibility:

The candidate should have retired from MeitY/NIC/STQC/Statutory &Autonomous Bodies of MeitY/other Ministries or Departments.

1.2 The candidate who have retired from Scientific & Technical (S&T) post (**Level-10 and above**) and holding Bachelor/Master's degree in relevant subjects like Electronics, Computer Science, Information Technology, Science is eligible as Consultant (Technical).

1.3 **Experience:** Candidate should have at least 05 years of experience in PKI technology/IT Act/planning/skill development/monitoring of projects/schemes/programme, in the relevant areas of CCA like PKI & Post Quantum Cryptography (PQC), Certifying Authority (CA)/Digital Signatures certificates operations/management, IoT, Electronics, Computer Science &Information Technology, etc.

2. Job Description:

2.1 The Consultant (Technical) are required to provide their services in various technical activities of CCA.

3. Period of Engagement:

3.1 The engagement of Consultant (Technical) will be purely on short term contract basis. The initial engagement as Consultant would be for a period of one year, which may be extended depending upon the requirement of CCA and performance review, but shall not be extended beyond 05 years after superannuation.

3.2 The engagement of Consultant would be on full-time basis and they would not be permitted to take up any other assignment during the period of consultancy with CCA, MeitY.

4. Age Limit:

4.1 Not more than 64 years of age on the last date of application.

5. Remuneration

5.1 A fixed monthly amount shall be paid as per the Government norms, arriving at by deducting the basic pension (gross) from the basic pay drawn at the time of retirement.

5.2 The remuneration in case of officers retired from Autonomous Bodies and other officers not entitled to pension, shall be fixed at 50% of last basic pay drawn.

5.3 No increment and Dearness Allowance shall be allowed during the term of the contract.

(Remuneration & other entitlements to be made to the Consultants as per Ministry of Finance/DoE's OM F. No. 3-25/2020-E.IIIA dated 9th December, 2020 as amended from time to time)

6. Selection Procedure:

6.1 Candidates meeting the conditions shall be empanelled on the basis of criteria like experience, qualification, etc.

7. Working facilities to be provided:

7.1 Only the basic facilities/infrastructure will be provided to the Consultants. No Transport or Telephone/Internet facility at residence, stenographic/clerical support, etc shall be provided.

8. Other entitlements of Consultants (Technical)

8.1 **Leave:** Paid leave of absence will be allowed at the rate of **1.5 days** for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed.

8.2 **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. The Consultants shall be allowed TA/DA on official tour, if any, as per his entitlement at the time of retirement.

8.3 **Accommodation/HRA:** No accommodation or HRA will be provided by the Ministry.

8.4 **Transport Allowance:** A fixed amount of Rs.7200/- shall be paid as Transport Allowance for the purpose of commuting between the residence and the place of work. This shall not exceed the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of engagement. No Dearness Allowance shall be admissible on the Transport Allowance.

9. Working hours:

9.1 The Consultants shall have to work as per the working hours of the Office of CCA, MeitY. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holidays.

9.2 The Consultant will be required to mark his attendance in Bio-metric System.

10. TaxdeductionatSource:

10.1 Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment of remuneration.

Handwritten signature/initials in blue ink, possibly reading 'S. S. S.' or similar, located in the bottom right corner of the page.

11. Confidentiality of data and documents:

11.1 The Consultant shall not utilize or publish or disclose or part with, to a third party, any data or statistics or proceedings or information gathered during the course of the assignment for the office, without the express written consent of this Office. The Consultant shall be bound to hand over the entire set of records of assignments to the office before the expiry of the contract and before the final payment is released by the office. The Consultants shall sign an agreement or confidentiality with the Government or India to this effect which shall contain a clause on Ethics and Integrity.

12. Conflict of Interest:

12.1 The Consultant appointed by this office, shall into case represent or give opinion or advice to others in any matter which is adverse to the interest or this office. No Consultant would be permitted to take up any other assignment during the period of Consultancy.

13. Termination of engagement:

13.1 Office of Controller of Certifying Authorities (CCA), MeitY may terminate the services of the Consultants,if

- 13.1.1 The Consultant is unable to accomplish the assigned works.
- 13.1.2 Quality of the accomplished work is not to the satisfaction of CCA, MeitY.
- 13.1.3 The Consultant fails in timely achievement or the milestones as decided by CCA.
- 13.1.4 The Consultant is found lacking in honesty and integrity.
- 13.1.5 A government official is posted who could do the Consultant's job.
- 13.1.6 The requirement of Consultant for the work assigned ceased to exist.
- 13.1.7 The undertaking given by the candidate is found false.
- 13.1.8 The Consultant completes 5 years of retirement.

13.2 The services can be terminated by giving fifteen days' notice in writing either side. The termination will be without prejudice to either party's rights accrued before termination.

14. Accident, Injury, etc., during the period of engagement

Office of CCA shall not be responsible for any loss, accident, damage, injury suffered by the Consultant what so ever arising nor out of the execution of his work, including travel.

15. Rights of Office of CCA:

Office of Controller of Certifying Authorities (CCA), MeitY reserves the right to cancel and not to proceed in the matter for engagement of Consultant at any stage without giving any reason, whatsoever.

4 | Page

**APPLICATION FOR ENGAGEMENT AS CONSULTANT (TECHNICAL)
IN THE OFFICE OF CONTROLLER OF CERTIFYING AUTHORITIES (CCA), MEITY**

--

1	Full Name	
2	Father's / Husband Name	
3	Date of Birth	
4	Age as on the closing date of application	
5	Contact details	
6	Address for communication	
7	Date of joining Govt. Service	
8	Whether SC/ST/OBC/PwD	
9	Date of retirement and the S&T post and level from which retired (Please enclose a copy of the retirement order)	
10	Name of the Ministry/Department/Organisation from which retired	
11	Last pay drawn (please enclose copy of LPC)	
12	Education/Technical Qualifications (Please enclose a copy of the certificates)	
13	PPO No. (please enclose a copy)	
14	Brief particulars of experience (a separate sheet may be annexed)	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete or ineligibility being detected at any time before OR after selection my candidature is liable to be rejected and I shall be bound by the decision of the office of CCA, MeitY. I accept the terms and conditions for engagement as Consultant (Technical).

Signature
Name:
Place:
Date: