

F. 1(136)/2015-CCA

Government of India

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

Electronics Niketan, 6, CGO Complex

Lodi Road, New Delhi -110003

25 April 2017

Filling up of the post of Personal Assistant in Level-7 in the Pay Matrix Rs. 44900-142400/-(Pre-revised Rs. 9300-34800 + Grade Pay 4600/-) in the Office of Controller of Certifying Authorities on Deputation basis.

1. It is proposed to fill up one vacant post of **Personal Assistant** in the Office of the Controller of Certifying Authorities on deputation basis. **The details of the post, eligibility criteria required, proforma etc., is available on website of the Office of CCA (www.cca.gov.in).**
2. Applications of eligible and interested persons of the Ministry/ Department may be forwarded in the prescribed proforma (Annexure-II) through proper channel to Col R M Joshi, Director (Fin & Admn), Office of Controller of Certifying Authorities, Ministry of Electronics and Information Technology, Electronics Niketan, 6, CGO Complex, New Delhi-110003 **within 45 days** from the date of publication of this advertisement.

(R M Joshi)
Col

7/30/Central Government/Recruitment/Other/Other/Deputation/Delhi

Director (Fin & Admn)

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F. 1(136)/2015-CCA
Government of India
Ministry of Electronics and Information Technology
Controller of certifying Authorities
Electronics Niketan, 6, CGO Complex
Lodi Road, New Delhi -110 003.

28 April 2017

Filling up of the post of Personal Assistant in Level-7 in the pay matrix Rs 44900-142400/-(Pre-revised Rs 9300-34800 + Grade pay 4600/-) in the Office of Controller of Certifying Authorities on Deputation basis.

1. It is proposed to fill up one vacant post of Personal Assistant in the Office of the Controller of Certifying Authorities, on deputation basis . **The details of the post, eligibility criteria required, proforma etc., is available on website of the Office of CCA (www.cca.gov.in).**
2. Applications of eligible and interested persons of the Ministry/ Department may be forwarded in the prescribed proforma (Annexure-II) through proper channel to Col R M Joshi, Director(Fin & Admn), Office of Controller of Certifying Authorities, Ministry of Electronics and Information Technology, Electronics Niketan, 6 CGO Complex, New Delhi-110003 within 45 days from the date of publication of this advertisement.

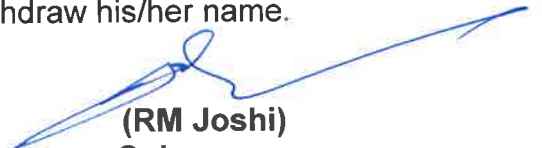

(R M Joshi)
Col
Director (Fin & Admn)

F. 1(136)/2015-CCA

Government of India
Ministry of Electronics and Information Technology (MeitY)
Office of Controller of Certifying Authorities (CCA)

Subject: **Filling up of the Post of Personal Assistant (PA) in Level-7 in The Pay Matrix Rs 44900-142400/- in the Office of (o/o) Controller of Certifying Authorities (CCA) on Deputation Basis**

1. It is proposed to fill up the post of Personal Assistant in the Office of the Controller of Certifying Authorities, on deputation basis. The details of the post, eligibility criteria required etc. may be seen at Annexure-I.
2. Applications of eligible and interested persons of your Ministry/Department may be forwarded in the prescribed proforma (Annexure II) through proper channel to the Office of Controller of Certifying Authorities, Ministry of Electronics & Information Technology, Room No. 3029, Electronics Niketan, 6, CGO Complex, New Delhi-110003 within 45 days from the date of publication of this advertisement in the Employment News.
3. The application should be accompanied by photocopies of ACRs for the last three years duly attested by an officer not below the rank of Under Secretary or equivalent. While forwarding the application, it may be verified and certified that the particulars furnished by the officers are correct and that no disciplinary proceeding or vigilance case(s) is either pending or contemplated against the officer. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his duties. The integrity of the officer may also be certified alongwith a certificate that no minor/major penalty has been imposed on him.
- 4.. Applications which are not correctly filled in or are not accompanied with the details as explained above and not received through proper channel will not be entertained and would be summarily rejected without any further correspondence. Candidates may send an advance copy of application while the application through proper channel is being forwarded.
5. Government strives to have a workforce, which reflects gender balance and therefore the women candidates are encouraged to apply.
6. Officer once selected will not be allowed to withdraw his/her name.



(RM Joshi)
Col
Director (Fin & Admn)

To

All Central Government Ministries & Departments

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Annexure-I

Details Showing The Scale of Pay, Qualification and Experience, Method of Recruitment etc. for The Post of Personal Assistant (PA) in The Office of (O/o) the Controller of Certifying Authorities (CCA)

Post : Personal Assistant (PA)

Number of Posts : One (01)

Scale of Pay : Level-7 in the pay matrix (Rs 44900-142400)
(Pre-revised PB-2 Rs 9300-34800 + Grade pay Rs 4600/-)

Classification : Equivalent to Group 'B' posts in Central Government.

Method of Recruitment : On deputation for a period of 02 years.

Eligibility Criteria.

Deputation : Officers of the Central Government or State Government or PSUs or Autonomous Bodies:-

(a) **Deputation.** Officers of the Central Government or State Government or PSUs or Autonomous Bodies:-

(i) Holding analogous post on regular basis in parent cadre or Department; or

(ii) In level-6 in the pay matrix Rs 35400-112400) with 05 years of experience on regular basis in the parent cadre or Department; or

(iii) With 10 years regular service in level-4 in the pay matrix (Rs 25500-81100)

(The above experience in stenography cadre will only be considered).

(b) Knowledge of computer operations, such as usage and operations of Personal Computer, word processing, internet and e-mailing.



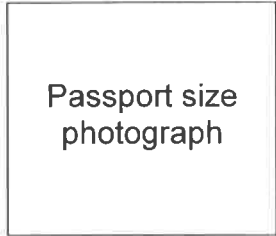
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Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization or department of the Central Government shall ordinarily not exceed 05 years.

Note 2: The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

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Annexure – II



Application For The Post OF Personal Assistant (PA) On Deputation Basis

BIO-DATA PROFORMA

1. Name in block letters :
2. Contact Telephone No. :
3. Date of Birth (in Christian era) :
4. Date of retirement under Central/State Government Rules :
5. Address for correspondence :
6. Educational Qualifications :
7. Details of Employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):

Office Address	Post Held and Service/ Cadre to Which You Belong	From	To	Scale of Pay and Classification (Group) of The Post	Whether Held on Regular or Adhoc Basis	Nature of Duties
1	2	3	4	5	6	7

8. In case the present employment is held on Deputation/contract basis, please state: :
 - (a) The date of initial appointment
 - (b) Period of appointment on deputation/contract

(c) Name of the parent office/organization to which you belong

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9. Additional details about present Employment, Please state whether working under:-

- (a) Central Government
- (b) State Government
- (c) Autonomous organization
- (d) Government Undertaking
- (e) Universities
- (f) Other Government organizations in public or private sector.

10.. Whether belongs to SC/ST/OBC :

11. Any other information :

Place:

Date:

(Signature of the Applicant)

Certificate to be Furnished by The Employer/Head of Office/Forwarding Authority

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualification and experience mentioned in the format. Also certified that:-

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) The complete CR Dossier/APAR for the last 03 years duly attested by an Officer of the rank of under Secretary or equivalent are enclosed.
- (iii) His/Her integrity is beyond doubt.
- (iv) No Major/minor penalties have been imposed on him/her.

Name:

Designation:

Office:

