

F. 1(133)/2015-CCA
Government of India
**Ministry of
Communications &
Information
Technology (MeitY)**

Office of (O/o) Controller of
Certifying Authorities (CCA)
Electronics Niketan, 6
CGO Complex, Lodi Road
New Delhi -110 003

18 April 17

Filling up of the Post of
Stenographer in Level-4 in the
Pay Matrix Rs. 25,500-81,100/- in
the Office of (O/o) Controller of
Certifying Authorities (CCA) on
Deputation initially for Two
Years followed by Absorption,
subject to suitability.

1. It is proposed to fill up one
vacant post of Stenographer in the
O/o CCA, on deputation
absorption basis. The details of
the post, eligibility criteria
required, proforma etc is
available on official website of
the O/o CCA (www.cca.gov.in).

2. Applications of eligible and
interested persons of the Ministries/
Departments/Offices may be
forwarded in the prescribed proforma
(Annexure-II) through proper channel
to Col RM Joshi, Director (Fin. &
Admn), O/o CCA, Ministry of
Electronics and Information
Technology (MeitY), Electronics
Niketan, 6 CGO Complex, New Delhi-
110003 within 45 days from the date
of publication of this advertisement.

(RM Joshi), Col
Director (Fin. & Admn)
Tele : 24367650
5/62/Central Government/
Recruitment/Other/Other/
Deputation/Delhi

एफ. 1 (133)/2015-सीसीए
भारत सरकार

**संचार एवं सूचना
प्रौद्योगिकी मंत्रालय
(मिती)**

प्रमाणन प्राधिकरण नियंत्रक (सीसीए)
का कार्यालय

इलेक्ट्रॉनिक्स निकेतन, 6 सीजीओ
कॉम्प्लेक्स, लोदी रोड
नई दिल्ली-110003

प्रमाणन प्राधिकरण नियंत्रक (सीसीए) के
कार्यालय में पे मैट्रिक्स के लेवल-4 रु.
25500-81100/- में स्टेनोग्राफर पद को
प्रारंभिक रूप से 2 वर्ष तक प्रतिनियुक्ति आधार
पर भरना, जिसे उपयुक्त होने पर आमेलित
किया जा सकता है.

1. प्र. प्रा. नि. कार्यालय में स्टेनोग्राफर के एक
रिक्त पद को प्रतिनियुक्ति/आमेलन आधार पर
भरा जाना है. पद, अपेक्षित पात्रता शर्तों, प्रारूप
आदि के विवरण प्र. प्रा. नि. कार्यालय की
वेबसाइट (www.cca.gov.in) पर
उपलब्ध हैं.

2. मंत्रालयों/विभागों/कार्यालयों के पात्र और
इच्छुक उम्मीदवारों के आवेदन निर्धारित प्रारूप
(परिशिष्ट-II) में उचित माध्यम से इस विज्ञापन
के प्रकाशन की तिथि से 45 दिनों के भीतर
कर्नल आर. एम. जोशी, निदेशक (वित्त एवं
प्रशा.), प्र. प्रा. नि. कार्यालय, इलेक्ट्रॉनिक्स
और सूचना प्रौद्योगिकी मंत्रालय (मिती),
इलेक्ट्रॉनिक्स निकेतन, 6 सीजीओ कॉम्प्लेक्स,
नई दिल्ली-110003 के पास अग्रेषित करना
चाहिए.

(आर. एम. जोशी)
कर्नल

निदेशक (वित्त एवं प्रशा.)

दूरभाष: 24367650

5/62/केंद्र सरकार/भर्ती/अन्य/अन्य/
प्रतिनियुक्ति/दिल्ली

F. 1(133)/2015-CCA

Government of India
Ministry of Communications & Information Technology (MeitY)
Office of (O/o) Controller of Certifying Authorities (CCA)
Electronics Niketan, 6 CGO Complex, Lodi Road, New Delhi -110 003

Subject: Filling Up The Post of Stenographer in Level-4 in The Pay Matrix Rs 25,500-81,100/- (PB1 Rs 5200-20200/- With Grad Pay of Rs 2400/-) in the O/o CCA, MeitY on Deputation Initially for Two Years Followed by Absorption, Subject to Suitability

1. It is proposed to fill up the post of Stenographer in the O/o CCA, on deputation basis initially, followed by absorption, if found fit (suitable) for absorption in all respect. The details of the post, eligibility criteria required etc may be seen at Annexure-I.
2. Applications of eligible and interested persons of your Ministries/Departments/Offices may be forwarded in the prescribed proforma (Annexure II) through proper channel to the Office O/o CCA MeitY, Room No. 3029, Electronics Niketan, 6 CGO Complex, Lodhi Road, 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/her duties. The integrity of the officer may also be certified alongwith a certificate that no minor/major penalty has been imposed on him/her.
- 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

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

Post	:	Stenographer
Number of Posts	:	One (01)
Level in the pay matrix	:	Level-4 in the pay matrix Rs 25,500-81,100/-
Classification	:	Equivalent to Group 'C' posts in Central Government.
Method of Recruitment	:	Initially for 02 years on deputation; thereafter can be considered for absorption, if found suitable.

Eligibility Criteria :

Minimum Educational Qualification:

(i) 12th pass from a recognized Board or University.

(ii) Skill Test Norms-

Dictation : 10 minutes @ 80 words per minute.

Transcription : 50 minutes (English) or 65 minutes (Hindi) (only on Computer)

Deputation or Absorption.

Officers holding analogous post in a regular capacity in other Ministries or Departments of Government of India or Autonomous Bodies or Public Sector Undertaking.

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

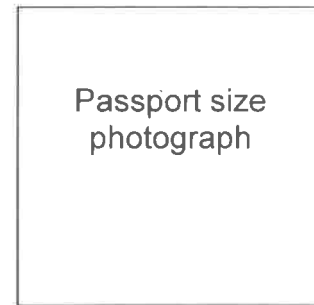
Note 3: For the purpose of appointment on deputation basis the service rendered on a regular basis by an officer prior to the 01st day of January 16 on the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended in the corresponding level in the pay matrix extended based

on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common level in the pay matrix and there this benefit shall extend only for the post(s) for which that level in the pay matrix is the normal replacement grade without pay ungradation.

For Ex- Serviceman:

The Armed Forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons shall be given deputation terms up to the date on which they are due for release from the Armed forces, thereafter they may be considered on re-employment.

ANNEXURE- II



APPLICATION FOR THE POST OF STENOGRAPHER ON DEPUTATION ABSORPTION 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 Ad-hoc Basis	Nature of Duties
1	2	3	4	5	6	7

08. 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

09. 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: