

No. 1(183)2018-CCA(Vol.I)
Government of India
Ministry of Electronics and Information Technology (MeitY)
Office of Controller of Certifying Authorities (CCA)
Electronics Niketan, 6, CGO Complex
Lodi Road, New Delhi -110 003.

October, 2020

OFFICE MEMORANDUM (OM)

Subject: Filling up of one post of Assistant Controller (Technology) in the Level-13A pay matrix Rs 1,31,100-2,16,600/-(pre-revised PB-4 Rs. 37,400-67,000 with Grade Pay of Rs 8900/-) in the Office of Controller of Certifying Authorities on deputation or transfer (Absorption) basis.

It is proposed to fill up one vacant post of Assistant Controller (Tech) in the in the Level-13 A in Pay Matrix Rs 1,31,100-2,16,600/- (pre-revised Rs 37,400-67,000 +Grade pay 8900/-) in the Office of CCA filled up on deputation or transfer (Absorption) basis.

2. A copy of the OM along with its enclosures sent to all Ministries/Departments is attached.
3. It is requested that the OM may be circulated in MeitY and the nominations of the interested employees may be forwarded to Director (Fin & Admn), Office of CCA, MeitY latest **by 30th November 2020 positively.**

(Gp Capt Pradeep Mehta)
Director (Fin & Admn)

Copy for Similar Action to:-

- i) DG, NIC**
- ii) DG, STQC**
- iii) All EDs, Autonomous Societies under DeitY**

Copy to:-

- iv) OSD to Secretary.**
- v) Intra DeitY.**

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The Government of India enacted the Information Technology Act, 2000, for providing legal recognition to transactions carried out through Electronic Data Interchange and other means of electronic communications for providing a secured environment for E-commerce. As per the Information Technology Act, 2000, the Office of Controller of Certifying Authorities (CCA) has been set up, inter-alia with the objective of licensing, certifying, monitoring and overseeing the activities of Certifying Authorities (CA).

2. It is proposed to fill up one post of Assistant Controller (Technology) is likely to be vacant on 01.02.2021 in the Office of the Controller of Certifying Authorities on **deputation or transfer (Absorption) basis** on usual terms and conditions. The deputation period will be initially for two years and based on performance the incumbent could be considered for absorption subsequently. The details of the posts, eligibility criteria required etc. may be seen at **Annexure-I** and **Annexure-II** respectively.

3. Applications of eligible and interested persons of your Ministry/Department may be forwarded in the prescribed proforma (**Annexure II**) through proper channel to Gp Capt Pradeep Mehta, Director (Fin & Admn), Office of Controller of Certifying Authorities, Ministry of Electronics & Information Technology, Electronics Niketan, 6, CGO Complex, Lodi Road, New Delhi-110003 within 45 days from the date of publication of this advertisement in the Employment News.

4. The applications 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.

5. 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 after expiry of closing date of publication 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.

6. Government strives to have a workforce, which reflects gender balance and therefore the women candidates are encouraged to apply.

7. Officer once selected will not be allowed to withdraw his/her name.

(Gp Capt Pradeep Mehta)
Director (Fin & Admn)

To:

All Central Government Ministries & Departments

Details showing the Scale of Pay, Qualification, Experience & Method of Recruitment etc. for the Post of Assistant Controller (Technology) in the Office of Controller of Certifying Authorities (CCA)

Post	:	Assistant Controller (Technology)
Number of Posts	:	One (01)
Scale of Pay	:	Level-13A in the pay matrix Rs. 1,31,100 - 2,16,600/-(pre-revised PB 4 Rs. 37,400-67,000 with Grade Pay of Rs. 8900/-)
Classification	:	Equivalent to Group 'A' posts in Central Government
Method of Recruitment	:	Deputation or transfer (Absorption) basis. If selection initially the absorption on deputation, the deputation period will be for two years and based on performance, the incumbent could be considered for subsequently.

Eligibility Criteria :

(A) Deputation: Officers of the Central Government or State Governments or Public Sector Undertakings –

- (i) holding analogous post on regular basis in the parent cadre or Department; or
- (ii) with two years regular service in the grade rendered after appointment thereto on a regular basis in the Level-13 Rs. 1,23,100-2,15,900/-(pre-revised PB 4 of Rs 37400-67000 with Grade Pay of Rs. 8700/-) or equivalent in the parent cadre or Department; and

(B) Essential Qualification:

- (i)* Possessing Bachelor's degree in Engineering or Technology with thirteen years experience' in the field of Information Technology; or
- (ii) Master's Degree in Engineering or Technology with 10 years experience in the field of Information Technology; or
- (iii) Masters Degree in Science or Computer Applications or 'B' level Department of Electronics Accreditation Course (DOEACC) or equivalent with thirteen years experience in the field of Information Technology; or
- (iv) Ph.D in Science or Engineering with eight years experience in the field of Information Technology; and

(C) Experience: Minimum 2 years experience in the field of Information Technology related areas. **

* The above degrees are desirable in the following disciplines:

- Computer Engineering, Electronics & Communication Engineering, Electrical Engineering, Electronics Engineering, Computer Science, Physical and Mathematical Sciences and such other related disciplines.

** The relevant experience in Information Technology related areas means specifically the design, development, implementation and/or policy formulation of systems in one or more of the following areas:

- E-commerce solutions
- Security in E-commerce Applications incorporating network security, secure-web services, client browser interface, etc.
- Knowledge of public key cryptography including authentication through digital signatures.
- Knowledge of networking and internet technologies including knowledge of International Telecommunication Union (ITU) standards

Transfer: Under the provision transfer, the officer who will come may be permanently absorbed in the post/grade after recommendation by the duly constituted Selection Committee. Such a transfer is affected only in case of officers from the Central/State Governments.

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 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.

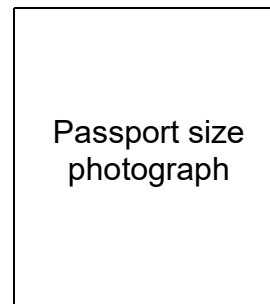
For Ex- Serviceman. The Armed Forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite qualifications and experience can also be considered for appointment of such persons.

ANNEXURE – II

Application for the post of Assistant Controller (Technology)

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

8. In case the present employment is held on Deputation, please state:
 - (a) The date of initial appointment
 - (b) Period of appointment on deputation
 - (c) Name of the parent office/organization to which you belong
9. Whether belongs to SC/ST/OBC :
10. Any other information :

Place:

Date:

(Signature of the Applicant)

Certificate to be furnished by the Employer/Head of Office/Forwarding Authority

1. Certified that the particulars furnished by _____ are correct and he/she possesses educational qualification and experience mentioned in the format.
2. 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:
Seal: