

No. 1(133)/2015-CCA  
Government of India  
Ministry of Communications & Information Technology  
Department of Electronics and Information Technology  
Office of Controller of Certifying Authorities  
Electronics Niketan, 6, CGO Complex  
Lodi Road, New Delhi -110 003.

21<sup>st</sup> March , 2015

**OFFICE MEMORANDUM**

Subject: Filling up the post of Stenographer in the Pay Band of Rs.5200-20,200/- with Grade Pay of Rs.2400/- in the Office of Controller of Certifying Authorities, Department of Electronics & Information Technology on deputation basis.

It is proposed to fill up one vacant post of Stenographer in the Pay Band of Rs.5200-20,200/- with Grade Pay of Rs.2400/- (PB-1) in the Office of Controller of Certifying Authorities on deputation 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 DeitY and the nominations of the interested Officers may be forwarded to Asstt Controller (Technology), Office of CCA, DeitY latest by 4<sup>th</sup> May, 2015, positively.

(Harshprabha Aggarwal)  
Asstt Controller (Technology)

Director (Estt)

Copy for similar action to:

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

Cop to:

- iv) OSD to Secretary
- v) Intra DeitY

Subject: Filling up the post of Stenographer in the Pay Band of Rs.5200-20,200/- with Grade Pay of Rs.2400/- in the Office of Controller of Certifying Authorities, Department of Electronics & Information Technology on deputation basis.

1. It is proposed to fill up the post of Stenographer in the Office of the Controller of Certifying Authorities, on deputation/absorption failing which by direct recruitment. The details of the posts, 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, Department of Electronics & Information Technology, M/o Communications & Information Technology, Room No. 2052, 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.

(Harshprabha Aggarwal)  
Assistant Controller (Technology)

To

All Central Government Ministries & Departments

F. 1(133)/2015-CCA  
Government of India  
Ministry of Communications & Information Technology  
Department of Electronics and Information Technology  
Office of Controller of Certifying Authorities  
Electronics Niketan, 6, CGO Complex  
Lodi Road, New Delhi -110 003.

Dated: 21<sup>st</sup> March, 2015

**Filling up of the post of Stenographer in the Pay Band of Rs.5200-20,200 (PB-1) with Grade Pay of Rs.2400/- in the Office of Controller of Certifying Authorities initially on Deputation/absorption failing which by direct recruitment.**

1. It is proposed to fill up one vacant post of Stenographer in the Office of the Controller of Certifying Authorities, initially on deputation/absorption failing which by direct recruitment. **The details of the post, eligibility criteria required, proforma etc., is available on website of the Office of CCA ([www.cca.gov.in](http://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 Smt. Harshprabha Aggarwal, Assistant Controller (Technology), Office of Controller of Certifying Authorities, Department of Electronics and Information Technology, M/o Communications & Information Technology, Electronics Niketan, 6 CGO Complex, New Delhi-110003 within 45 days from the date of publication of this advertisement.

Harshprabha Aggarwal  
Assistant Controller (Technology)

## **ANNEXURE-I**

Details showing the scale of pay, qualification and experience, method of recruitment etc. for  
the post of Stenographer  
in the office of the Controller of Certifying Authorities

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Post	:	STENOGRAPHER
Number of Posts	:	<b>One (01)</b>
Scale of Pay	:	Rs.5200-20,200+Rs. 2400/-(Grade Pay) (PB-1)
Classification	:	Equivalent to Group 'C' posts in Central Government.
Method of Recruitment	:	Initially on Deputation/absorption failing which by direct recruitment.

### **Eligibility Criteria** :

#### **Minimum Educational Qualification :**

- (i) Matriculation
- (ii) Possessing speed in shorthand @ 80 w.p.m. and 40 w.p.m. in typewriting.
- (iii) Knowledge of computer operation such as usage and operation of P.C, word processing, internet and e-mail.

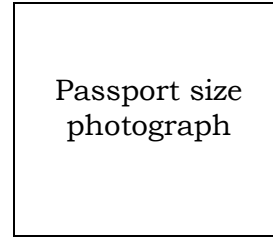
**Deputation** : Officers of the Central Government or State Government or public sector undertaking or autonomous bodies:-

- (a) (i) holding analogous post on regular basis in the parent cadre or Department; or
- (ii) Lower Division Clerks in the Pay Band(PB-I) of Rs. 5200-20,200+Rs. 1900 Grade Pay with eight years regular service and possessing speed in shorthand @ 80w.p.m. and 40 w.p.m. in typewriting.
- (b) Knowledge of computer operation such as usage and operations of P.C. word processing, internet and e-mailing.

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 fifty six years as on the closing date of receipt of applications.

**ANNEXURE - II**



**APPLICATION FOR THE POST OF STENOGRAPHER 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. Whether educational and other qualifications: required for the post are satisfied (if any qualification has been treated as equivalent to those prescribed in the rules, state the authority for the same)

Qualification/Experience required	Qualification/Experience possessed by the officer
Essential:	
Desirable:	

8. Please state clearly whether in the light of :  
entries made by you above, you meet the requirements of the post.

9. 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

10. 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

11. 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.

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

13. Any other information :

Place:

Date:

(Signature of the Applicant)

### **Certificate by Parent Office**

The information furnished by the candidate has been verified from records and is found to be correct.

Name:  
Designation:  
Office: