

No. 1(133)/2015-CCA/983-88/2025-26

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.

14<sup>th</sup> October, 2025  
15

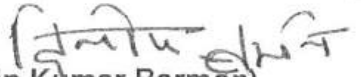
OFFICE MEMORANDUM (OM)

**Subject:** Filling up the post of Stenographers in Level-4 in the pay matrix Rs 25,500-81,100/- the Office of Controller of Certifying Authorities, Ministry of Electronics & Information Technology on deputation/absorption basis.

It is proposed to fill up three vacant posts of Stenographer in the Level-4 in Pay Matrix Rs 25500-81100/- (pre-revised Rs 5200-20200/- with Grade Pay of Rs 2400/- (PB-1)) in the Office of CCA filled up initially on deputation/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 28/11/2025 positively.

  
(Dilip Kumar Barman)

DC(I) & Director (Fin & Admn)

Director (Estt)

Copy for Similar Action to:-

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

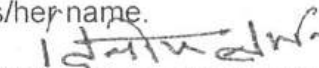
Copy to:-

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

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.

**Subject:** Filling up the post of Stenographers in Level-4 in the pay matrix Rs 25,500-81,100/- the Office of Controller of Certifying Authorities, Ministry of Electronics & Information Technology on deputation/ absorption basis.

1. It is proposed to fill up the posts of Stenographers in the Office of the CCA, on deputation absorption basis. 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 Director (Fin & Admn), Office of CCA, MeitY, Room No. 2052, Electronics Niketan, 6, CGO Complex, New Delhi-110003 within 60 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 five 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 official. It may also be confirmed that in the event of selection for appointment, the official concerned will be relieved of his duties. The integrity of the official 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 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.
5. The appointment on "Deputation basis" the deputation would be governed by the terms and conditions contained in Department of Personnel and Training O.M. No. 6/8/2009-Estt.(Pay.II) dated 17<sup>th</sup> June 2010 & subsequently orders issued from time to time.
5. Government strives to have a workforce, which reflects gender balance and therefore the women candidates are encouraged to apply.
6. Official once selected will not be allowed to withdraw his/her name.

  
(Dilip Kumar Barman) 15/10/15

DCI) & Director (Fin & Admn)

To

All Central Government Ministries & Departments

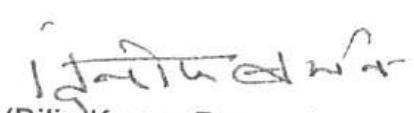
Ministry of Electronics and Information Technology  
Office of Controller of Certifying Authorities  
Electronics Niketan, 6, CGO Complex  
Lodi Road, New Delhi -110 003.

14<sup>th</sup> October, 2025

Filling up the posts of Stenographers in Level-4 in the pay matrix Rs 25,500-81,100/-  
the Office of Controller of Certifying Authorities, Ministry of Electronics &  
Information Technology on deputation/ absorption basis.

1. It is proposed to fill up three vacant posts of Stenographer in the Office of the Controller of Certifying Authorities, on deputation/ absorption basis from the eligible and interested candidates. The details of the post, eligibility criteria, proforma etc., are 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 Assistant Controller (Tech), Office of Controller of Certifying Authorities, Ministry of Electronics and Information Technology, Electronics Niketan, 6 CGO Complex, Lodi Road, New Delhi-110003 within 60 days from the date of publication of this advertisement. The appointment on "Deputation basis", the deputation would be governed by the terms and conditions contained in Department of Personnel and Training O.M. No. 6/8/2009-Estt.(Pay.II) dated 17<sup>th</sup> June 2010.
3. The criteria for the above posts are as under: -
 

|                               |   |                                                                                                                                        |
|-------------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------|
| (i) Post                      | : | Stenographer                                                                                                                           |
| (ii) Number of Posts          | : | 03(Three)                                                                                                                              |
| (iii) Age limit               | : | The maximum age limit for appointment on Deputation shall not be exceeding 56 years as on the closing date of receipt of applications. |
| (iv) Scale of Pay             | : | Level-4 (Rs.25500-81100/-)                                                                                                             |
| (v) Educational qualification | : | Refer to website ( <a href="http://www.cca.gov.in">www.cca.gov.in</a> ).                                                               |
| (vi) Classification           | : | Equivalent to Group 'C' posts in Central Government                                                                                    |
| (vii) Method of Recruitment   | : | Deputation/ Absorption basis.                                                                                                          |

  
(Dilip Kumar Barman)  
DC(I) & Director (F&A)

## 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

|                         |   |                                                                                  |
|-------------------------|---|----------------------------------------------------------------------------------|
| Post                    | : | STENOGRAPHER                                                                     |
| Number of Posts         | : | Three (03)                                                                       |
| Level in the pay matrix | : | Level-4 in the pay matrix Rs 25,500-81,100/- (pre-revised Rs 5200-20200+GP 2400) |
| Classification          | : | Equivalent to Group 'C' posts in Central Government.                             |
| Method of Recruitment   | : | Deputation/ Absorption basis.                                                    |

### Eligibility Criteria :

#### Minimum Educational Qualification:

- (i) 12<sup>th</sup> 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 fifty six 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 1<sup>st</sup> day of January, 2016 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 upgradation.

### **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.

|  |                                                                |  |
|--|----------------------------------------------------------------|--|
|  | mentioned in the Bio-data) with reference to the post applied. |  |
|--|----------------------------------------------------------------|--|

7. Details of Employment, in chronological order, enclose a separate sheet duly authenticated by your signature, if the space is in-sufficient.

| Office/<br>Institution | Post held on<br>regular basis | From | To | *Pay Band<br>and Grade<br>Pay/Pay scale<br>of the post<br>held on<br>regular basis | Nature of<br>duties (in<br>details)<br>highlighting<br>experience<br>required for<br>the post<br>applied<br>for |
|------------------------|-------------------------------|------|----|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
|------------------------|-------------------------------|------|----|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|

\* Important: Level in pay Matrix granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only level in pay Matrix of the post held on regular basis to be mentioned. Details of ACP/MACP with the present Level in Pay Matrix where such benefits have been drawn by the Candidate may be indicated as below:-

|   | Office/Institution                                                                                  | Pay, Level in Pay<br>Matrix drawn<br>under ACP/MACP<br>Scheme | From                                                                                    | To                                                                                                                |
|---|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| 8 | Nature of<br>present employment<br>i.e. adhoc or temporary<br>or Quasi-Permanent or<br>Permanent.   |                                                               |                                                                                         |                                                                                                                   |
| 9 | (a) In case the<br>present employment is<br>held on deputation/<br>contract basis,<br>please state. | (b) Period of<br>appointment on<br>deputation/contract        | © Name of the<br>parent<br>office/organization<br>to which the<br>applicant<br>belongs. | (d) Name of<br>Post and pay<br>of the post<br>held in<br>substantive<br>capacity in the<br>parent<br>organization |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having on my selection has been suppressed/ withheld

(Signature of candidate)

Address\_\_\_\_\_

Date\_\_\_\_\_

Telephone\_\_\_\_\_

E-mail ID\_\_\_\_\_

Countersigned  
(Employer/Cadre Controlling Authority with seal)  
Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that:

(i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.\_\_\_\_\_

(ii) His/Her integrity is certified.

(iii) His/Her ACR/APAR Dossier in original is enclosed/photocopies of the ACRs/APARs for the last 5 years duly attested (on each page) by an officer of the rank Under Secretary of the Govt. of India or above are enclosed.

(iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during last 10 years is enclosed (as the case may be)

Countersigned  
(Employer/Cadre Controlling Authority with seal)