

23-28 July 2022

रो.स. 17/85

एफ. नं. 1(133)/2015-सीसीए

भारत सरकार

## इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी मंत्रालय

### प्रमाणन प्राधिकरण नियंत्रक कार्यालय

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

4 जुलाई, 2022

प्रमाणन प्राधिकरण नियंत्रक कार्यालय, इलेक्ट्रॉनिक एवं सूचना प्रौद्योगिकी मंत्रालय में प्रारंभिक तौर पर प्रतिनियुक्ति आमेलन आधार पर पे मैट्रिक्स के लेवल-4 (25500-81100 रुपए) में आशुलिपिक के पदों को भरे जाने के संबंध में।

1. प्रमाणन प्राधिकरण नियंत्रक कार्यालय में प्रतिनियुक्ति आमेलन आधार पर आशुलिपिक के तीन रिक्त पदों को पात्र एवं इच्छुक उम्मीदवारों से भरे जाने का प्रस्ताव है। पद, पात्रता शर्तों से संबंधित विवरण, प्रारूप आदि सीसीए कार्यालय की वेबसाइट ([www.cca.gov.in](http://www.cca.gov.in)) पर उपलब्ध हैं।
2. मंत्रालय/विभाग के पात्र एवं इच्छुक व्यक्तियों के आवेदनों को समुचित माध्यम से निर्धारित प्रारूप (अनुलग्नक-II) में, इस विज्ञापन के प्रकाशन की तिथि से 60 दिनों के भीतर सहायक नियंत्रक (तकनीकी), प्रमाणन प्राधिकरण नियंत्रक कार्यालय, इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी मंत्रालय, इलेक्ट्रॉनिक्स निकेतन, 6, सीजीओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली-110003 के पते पर अग्रेषित करें। 'प्रतिनियुक्ति आधार' पर नियुक्ति की स्थिति में, प्रतिनियुक्ति कार्मिक एवं प्रशिक्षण विभाग की ओ.एम सं. 6/8/2009-ईस्ट. (पे-II) दिनांक: 17 जून, 2010 में शामिल नियमों एवं शर्तों द्वारा नियंत्रित होगी।
3. उपर्युक्त पदों के लिए शर्तें निम्नानुसार हैं:-

(i) पद : आशुलिपिक (ii) पदों की संख्या : 03 (तीन) (iii) उम्र सीमा : प्रतिनियुक्ति पर नियुक्ति हेतु अधिकतम उम्र सीमा आवेदन प्राप्ति की अंतिम तिथि पर 56 वर्ष से अधिक नहीं होगी। (iv) वेतनमान : लेवल-4 (25500 - 81100 रुपए) (v) शैक्षिक योग्यता: वेबसाइट : ([www.cca.gov.in](http://www.cca.gov.in)) देखें। (vi) वर्गीकरण : केंद्र सरकार में ग्रुप 'सी' के पदों के समकक्ष। (vii) भर्ती की प्रक्रिया : प्रतिनियुक्ति आमेलन।

(दिलीप कुमार बर्मन)

रो.स. 17/10

निदेशक (एफएंडए) - प्रभारी

दिलीप कुमार बर्मन  
26/07/22

F. No. 1(133)/2015-CCA  
Government of India

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

Electronics Niketan  
6, CGO Complex, Lodi Road  
New Delhi -110 003

4th July, 2022

Filling up the posts of Stenographers in Level- 4 in the pay matrix Rs. 25,500-81,100/- in the Office of Controller of Certifying Authorities, Ministry of Electronics & Information Technology initially 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-Est.(Pay.II) dated 17th 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 ([www.cca.gov.in](http://www.cca.gov.in)).

(vi) Classification: Equivalent to Group 'C' posts in Central Government.

(vii) Method of Recruitment: Deputation Absorption basis.

(Dilip Kumar Barman)  
Director (F&A) - Incharge  
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dt. 23-29/July 2022

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No. 1(133)/2015-CCA/1006660-64

**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.**

28<sup>th</sup>, July, 2022


**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 initially 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 20<sup>th</sup> September positively.

  
(Dilip Kumar Barman)  
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.

No. 1(133)/2015-CCA

**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 initially 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 Assistant Controller (Tech), 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)**  
**Director (Fin & Admn)**

To

**All Central Government Ministries & Departments**

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

July, 2022

**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 initially 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 ([www.cca.gov.in](http://www.cca.gov.in)).
  - (vi) Classification : Equivalent to Group 'C' posts in Central Government
  - (vii) Method of Recruitment : Deputation Absorption basis.

**(Dilip Kumar Barman)**  
**Director (F&A)**



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 : 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.

**BIO-DATA/CURRICULUM VITAE**

Post Applied for \_\_\_\_\_ on Deputation/Absorption basis

Passport size  
photograph

1	Name and Address(in Block Letters)	
2	Date of Birth ( in Christian era)	
3	Date of Entry into service	
4	Date of retirement under Central/ State Government Rules	
5	Education Qualifications	
(i)	Whether educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)	
(ii)	Qualifications/Experience required as mentioned in the advertisement/ vacancy circular	
<b>(iii)</b>	<b>Essential</b>	
	A) Qualification	
	B) Experience	
6	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1	Note: Parent Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as 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/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay scale of the post held on regular basis	Nature of duties (in details) highlighting experience required for the post applied 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 Matrix drawn	From	To

		under ACP/MACP Scheme		
8	Nature of present employment i.e. adhoc or temporary or Quasi-Permanent or Permanent.			
9	(a) In case the present employment is held on deputation/contract basis, please state.	(b) Period of appointment on deputation/contract	© Name of the parent office/organization to which the applicant belongs.	(d) Name of Post and pay of the post held in substantive capacity in the parent organization
9.1	<p>Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance clearance and integrity certificate.</p> <p>Note: Information under column 9 (c)&amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre /organization but still maintaining a lien in his parent cadre/organization</p>			
10	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11	Additional details about present employment: Please state whether working under ( indicate the name of your employer against the relevant column)			
	Central Government State Government Autonomous organization Government Undertaking Universities Others			
12	Are you in revised Scale of Pay? If yes, give the date from which the revision took place also indicate the pre-revised scale.			
14	Total emoluments per month now drawn			
	Level in Pay Matrix	Basic Pay	Total Emoluments	
15	In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the salary slip issued by the Organization showing the following details may be enclosed.			
	Basic Pay with Level of Pay Matrix and rate of increment	Dearness Pay/ interim relief/other allowance etc.(with break-up details)	Other allowances (if any)	
16	Whether belongs to SC/ST/OBC			

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)