

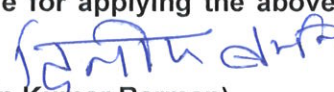
F. No. 1(269)/2024-CCA / 923-927/24-25
Government of India
Ministry of Electronics and Information Technology
Office of Controller of Certifying Authorities
Electronics Niketan, 6, CGO Complex
Lodi Road, New Delhi -110 003.

October, 2024

Subject: - Filling up of one post of Assistant Controller (Investigation) in Level-13A in the pay matrix Rs. 131100-216600/- in the Office of Controller of Certifying Authorities on **deputation (including short-term contract)/Absorption** basis.

1. It is proposed to fill up one post of Assistant Controller (Investigation) in the Office of the Controller of Certifying Authorities, by deputation (including short-term contract)/Absorption basis from the eligible and interested candidates. The detail of the post, eligibility criteria, Performa etc., is available on website of the Office of CCA (www.cca.gov.in).
2. Applications of eligible and interested persons of the Ministry/ Department may be forwarded in the **prescribed Performa (Annexure-II) along with one page write-up on the suitability of candidate by clearly specifying the work handled in the past service as against the experience and skill set specified for the post through proper channel** to Shri Dilip Kumar Barman, Assistant Controller (Tech) & Director (F&A) , Office of Controller of Certifying Authorities, Ministry of Electronics and Information Technology, Electronics Niketan, 6 CGO Complex, Lodi Road, New Delhi-110003 within 45 days from the date of publication of this advertisement on the official website i.e. www.cca.gov.in. The appointment on "Deputation basis (including short-term contract)", 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 17th June 2010 and amended from time to time.
3. The details for the above posts are as under: -
 - (i) Post : Assistant Controller (Investigation)
 - (ii) Number of Posts : 01(One)
 - (iii) Age limit : The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.
 - (iv) Scale of Pay : Level-13A (Rs. 131100-216600/-)
 - (v) Educational Qualification & Experience: Refer to website (www.cca.gov.in).
 - (vi) Classification : Equivalent to Group 'A' posts in the Central Government
 - (vii) Method of Recruitment : By deputation (including short-term contract/Absorption basis.

Note: Candidate(s) from private sector/organization are not eligible for applying the above post..


(Dilip Kumar Barman)
AC(T) & Director (Fin & Admn)

9th October, 2024

OFFICE MEMORANDUM

Subject: Filling up of one post of Assistant Controller (Investigation) in Level-13A in the pay matrix Rs. 131100-216600/- in the Office of Controller of Certifying Authorities on deputation (including short-term contract)/ Absorption basis.

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 the one post of **Assistant Controller (Investigation)** in the Office of the Controller of Certifying Authorities on **deputation (including short-term contract)/ Absorption** basis from the eligible and interested candidates on specific terms and conditions. The details of the posts, eligibility criteria required etc. may be seen at **Annexure-I** and **Annexure-II** respectively.

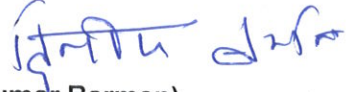
3. Applications of eligible and interested officials appointed on regular capacity in your Ministry/Department may be forwarded in the **prescribed proforma (Annexure II) along with one page write-up on the suitability of candidate by clearly specifying the work handled in the past service as against the experience and skill set specified for the post through proper channel** to Shri Dilip Kumar Barman, AC (T) & 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 on the CCA website i.e. www.cca.gov.in.

4. The applications should be accompanied by photocopies of ACRs/APARs 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 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 along with a certificate that no minor/major penalty has been imposed on him.

5. Applications which are not correctly filled 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 i.e 45 days from the publication of notification on the CCA website** and would be summarily rejected without any further correspondence. After closing date of application, no correspondence in any form will be entertained from the candidate.

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.


(Dilip Kumar Barman)
AC(T)& 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 (Investigation) in the Office of Controller of Certifying Authorities.

Post	:	Assistant Controller (Investigation)
Number of Posts	:	One (01)
Scale of Pay	:	Level-13A (Rs. 131100-216600/-)
Classification	:	Equivalent to Group 'A' post in Central Government
Method of Recruitment	:	By Deputation (including short-term contract)/Absorption.

Eligibility Criteria:

I. Deputation (including short-term contract)/absorption:

Officers of the Central Government or State Governments or Union territory Administration or autonomous body or statutory organization or public sector undertakings or recognized Universities or recognized research institution, -

(a)

- (i) Holding analogous post on regular basis in the parent cadre or Department; or
- (ii) With two years' service rendered after appointment to the post on a regular basis in the Level-13 in the pay matrix (Rs. 123100-215900/-) or equivalent in the parent cadre or Department; or
- (iii) With seven years' service rendered after appointment to the post on a regular basis in Level-12 in the pay matrix (Rs. 78800-209200/-) or equivalent in the parent cadre or Department; and

Note: Candidate(s) from private sector/organization are not eligible.

(b) Possessing the following qualifications and experience, namely: -

II. Qualifications:

Bachelor's degree in Engineering or Bachelor degree in Technology or Department of Electronics and accreditation of Computer courses B level or Associate Member of Institute of Engineers or Graduate Institute of Electronics and Telecommunications Engineers, or Master degree in Science or Master of Computer Application or Master degree in Engineering or Technology, or Doctorate in the field of Electronics or Electronics and Communications or Computer Science or Communication or Computer Network Security or Computer Application or Software System or Information Technology or Information Systems or Information Technology Management or Informatics or Computer Managements or Cyber Law; and

III. Experience

Eighteen years' experience in the field of Information Technology with minimum two years' experience in incident handling & computer forensics or Audit and Investigation or Testing and Evaluation of Information and Communications Technology Infra with following skills set namely:-

- (A) Familiar with Computer Forensics tools incidents handling procedures and Audit or Investigative technique under Public Key Infrastructures frame work;
- (B) Working knowledge of related Laws, regulations and standards related to electronics transactions and Cyber Securities.
- (C) Working knowledge of tools and techniques of Ethical hacking.
- (D) Strong analytical and problem-solving skills in the domain of Information Security; and
- (E) Certified professional in the relevant, such as field of Information Security, Computer Forensics, Investigation and Auditing of Information Systems.

IV. Desirable Qualification:

Postgraduate Diploma in Cyber Law or Cyber Security or Cyber Forensics.

Note 1: Two years relaxation shall be given for the candidates having Master Degree in Science or Master in Computer Application or Master Degree in Engineering or Master Degree in Technology of the above fields; and five years relaxations shall be given for the candidates having Doctorate degree in the Doctorate in the above fields.

Note 2: The Period of deputation (including short -term contract) including the period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed five years.

Note 3: The maximum age limit for appointment by deputation (short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

BIO-DATA/CURRICULUM VITAE

Application for the post of Assistant Controller (Investigation) on Deputation (including short-term contract)/ absorption basis. (Please tick on applied mode)

**Latest
Photo of
Applicant**

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. (Yes/No)	
6	Qualifications & Experience required as mentioned in the advertisement/ vacancy notification	
(i)	Essential	
	A) Qualification	
	B) Qualifying Service Criteria	
	B) Experience	
(ii)	Desirable	
	A) Qualification	
	B) Experience	
	Branch of specialization must be specified on the degree certificate /mark sheet or categorically be specified by University/degree awarding Institute.	
7	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience with required skill set for the post.	
7.1	<i>Note:</i> - Parent Departments are to provide their specific comments/views confirming the relevant Essential Qualification and Work experience along with skill set possessed by the Candidate (as mentioned in the Bio-data) in reference to the requirement specified in the vacancy notification. - One page write-up on the suitability of candidate by clearly specifying the work handle in the past service as against the experience and skill set specified for the post	Documents enclosed in support of Note 1 & 2 (Yes/No)

8. 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 i.e appointed on regular capacity	From	To	*Pay Level / Matric / Pay scale of the post held on regular basis	Nature of duties (in detail)

* 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 under ACP/ MACP Scheme	From	To
9	Nature of Present employment i.e. adhoc or temporary or term Contract or Quasi-Permanent or Permanent.			
10	In case the present employment is held on deputation/contract /term appointment / continuing contract basis, please state.			
11	(a)Period of appointment on deputation/contract/term appointment / continuing contract	(b)Name of the parent office/organization to which the applicant belongs.	(c)Name of Post and pay of the post held in substantive capacity in the parent organization	
11.1	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. Note: Information under column 11 (b)& (c) 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			
12	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) Central Government State Government Union Territory Administration			

	Autonomous Body Statutory organization Public Sector Undertakings Recognized Universities Recognized Research Institution			
13	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade to the post applied.			
14	Are you in revised Scale of Pay? If yes, give the date from which the revision took place also indicate the pre-revised scale.			
15	Total emoluments per month now drawn			
	Level in Pay Matrix	<table border="1"> <tr> <td>Basic Pay</td> <td>Total Emoluments</td> </tr> </table>	Basic Pay	Total Emoluments
Basic Pay	Total Emoluments			
16	In case the applicant belongs to an organization which is not following the Central Government Pay-scales, the certified copy of equivalence of pay structure between CDA and IDA issued by their parent organization should be enclosed along with the application. In absence of the pay parity order, the application will be summarily rejected.			
	Basic Pay with Level of Pay Matrix and rate of increment	<table border="1"> <tr> <td>Dearness Pay/ interim relief/other allowance etc.(with break-up details)</td> <td>Other allowances (if any)</td> </tr> </table>	Dearness Pay/ interim relief/other allowance etc.(with break-up details)	Other allowances (if any)
Dearness Pay/ interim relief/other allowance etc.(with break-up details)	Other allowances (if any)			
17	An Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (i) Additional academic qualifications (ii) Professional training and (iii) Work experience over and above prescribed in the vacancy circular/ Advertisement)			
18	The candidates are requested to indicate information with regard to: (i) Research Publication/ Special Projects/Work. (ii) Awards/Scholarships/Official Appreciation. (iii) Affiliation/training with the Professional bodies/Institutions/ Societies. (iv) Patents registered in own name or achieved for the organization. (v) Any research/innovative measure involving official recognition. (vi) Any other information. (Note: Enclose a separate sheet if required)			
19	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 Service Details/Essential Qualification/Work Experience submitted by me will also be assessed by the Screening /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, experience with essential skill sets and also hold the Qualifying Service mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

3. 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)