

No.1(95)/2013-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  
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Lodi Road, New Delhi  
Dated: 1<sup>st</sup> April, 2013

OFFICE MEMORANDUM

Subject: **Filling up of two vacancies of “Personal Assistant” (Nos. may be varied) and one vacancy of “Assistant” (Nos. may be varied) in the Pay Band of Rs.9300-34,800/- (PB-2) with Grade Pay of Rs.4600/- in the office of Controller of Certifying Authorities initially on deputation.**

The Government of India has 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. For implementation of these and other related activities, it is proposed to fill up two vacancies of “Personal Assistant” (Nos. may be varied) and one vacancy of “Assistant” (Nos. may be varied) in the office of the Controller of Certifying Authorities, on deputation/absorption basis initially for a period of two years from the eligible and interested candidates. The details of the posts, eligibility criteria required etc. may be seen at **Annexure-I to III.**

3. Applications of eligible and interested persons of your 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, Electronics Niketan, 6 CGO Complex, New Delhi-110003 within 45 days from the date of publication of this advertisement in the Employment News (30<sup>th</sup> March, 2013).

**Contd....2/-**

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4. The applications should be accompanied by photocopies of ACRs of 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 cases are 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 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 and would be summarily rejected without any further correspondence.

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

( Harshprabha Aggarwal )  
Assistant Controller (Tech.)  
**Tel : 24364186**

To

All Central Government Ministries & Departments

**Annexure - I**

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

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Post : **PERSONAL ASSISTANT**

Number of Posts : Two (02) [ Nos. may be varied]

Scale of Pay : PB-2 Rs.9300-34800/- with Grade Pay of Rs.4600/-

Method of Recruitment : Deputation/absorption {post will be initially filled up on deputation and based on performance could be considered for absorption subsequently}.

**Eligibility criteria** :  
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) with ten years service in the grade of Stenographer Grade 'D' in the Pay Band (PB-1) of Rs.5200-20200/- plus Rs.2400/- Grade Pay.

(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 56 years as on the closing date of receipt of applications.

**Annexure - II**

**Details showing the scale of pay, qualification and experience, method of recruitment  
etc. for the post of ASSISTANT  
in the office of the Controller of Certifying Authorities**  
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Post	:	<b>ASSISTANT</b>
Number of Posts	:	One (01) [Nos. may be varied]
Scale of Pay	:	PB-2 Rs.9300-34800/- with Grade Pay of Rs.4600/-
Method of Recruitment	:	Deputation/absorption {post will be initially filled up on deputation and based on performance could be considered for absorption subsequently}.
<b>Eligibility criteria</b>	:	Officers of the Central government or State Government or Public Sector Undertaking or Autonomous Bodies :  (i) holding analogous post on regular basis in the parent cadre or Department; or (ii) with ten years regular service in the grade of Upper Division Clerk in the Pay Band (PB-1) of Rs.5200-20200/- plus Rs.2400/- Grade Pay.

**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.

**APPLICATION FOR THE POST OF \_\_\_\_\_  
ON DEPUTATION/ABSORPTION {post will be initially filled up on deputation and based on  
performance could be considered for absorption subsequently}.**

**BIO-DATA PROFORMA**

1. Name in block letters :
2. Date of Birth (in Christian era) :
3. Address for correspondence :
4. Educational Qualifications :
5. 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	From	To	Scale of pay and current basic pay	Whether held on regular or ad-hoc basis	Nature of duties
1	2	3	4	5	6	7

6. Additional details about present Employment, :  
If any which you would like to mention in support of your suitability for the post:

7. Whether belongs to SC/ST/OBC :

Place:

Date:

(Signature of the Applicant)