

No. 1(284)/2026-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.

29<sup>th</sup> March, 2026

**OFFICE MEMORANDUM**

**Subject: Filling up the post of Assistant Section Officer (ASO) in the Level-7 in Pay Matrix Rs 44,900-1,42,400/-(pre-revised Rs 9300-34,800/- with Grade Pay of Rs 4600/- (PB-2)) in the Office of Controller of Certifying Authorities (CCA), Ministry of Electronics & Information Technology (MeitY) on deputation or absorption basis.**

1. It is proposed to fill up two posts of Assistant Section Officer (ASO), One post of ASO will fall vacant due to the retirement of one ASO on 30.09.2026. Another vacancy is likely to be arise and may also be filled through this advertisement, if it arises in the Office of the CCA, on deputation or 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 the Deputy Controller (Investigation) & Director (Fin & Admn), Office of CCA, MeitY, , Room No. 2052, Electronics Niketan, 6, CGO Complex, New Delhi-110003 within 45 days from the date of publication of this advertisement on the website of office of CCA i.e [www.cca.gov.in](http://www.cca.gov.in) .

3. The application should be accompanied by photocopies of APARs/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/her duties. The integrity of the official may also be certified alongwith a certificate that no minor/major penalty has been imposed on him.

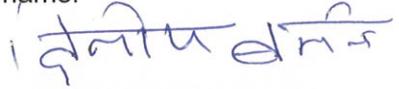
4. Applications which are not correctly filled in or are not accompanied with the details as explained above and not received through proper channel will not be entertained after expiry of closing date of publication on the website and would be summarily rejected without any further correspondence. Candidates may send an advance copy of application while the application through proper channel is being forwarded.

5. The number of vacancies is subject to increase or decrease (not to exceeding the sanctioned strength).

6. 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.

7. Government strives to have a workforce, which reflects gender balance and therefore the women candidates are encouraged to apply.

8. Official once selected will not be allowed to withdraw his/her name.

  
(Dilip Kumar Barman)  
DC(I) Director (Fin & Admn)

To

All Central Government Ministries & Departments

For advertisement

**F. No. 1(284)/2026-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.**

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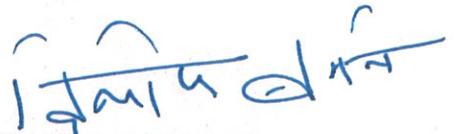
Subject: Filling up the posts of Assistant Section Officer (ASO) in the Pay Matrix, Level-7, Rs 44,900-1,42,400/- (pre-revised PB of Rs 9300-34800/- with Grade Pay of Rs 4600/-) in the Office of Controller of Certifying Authorities (CCA), Ministry of Electronics & Information Technology (MeitY) on Deputation or absorption Basis.

1. It is proposed to fill up two posts of Assistant Section Officer (ASO), 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., 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 DC(I) & Director (Fin & Admn), 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 website. 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.

3. The criteria for the above posts are as under: -

- i. Name of Post: Assistant Section Officer (ASO)
- ii. Number of Post: 02(Two) (One post will be vacant on 30.09.2026)  
(one likely to be arise)
- iii. Age Limit : The maximum age limit for appointment on deputation shall not be exceeding 56 as on the closing date of receipt of application.
- iv. Scale of Pay: Level-07 (Rs. 44,900-1,42,400/-)
- v. Educational Qualification: Refer to Website ([www.cca.gov.in](http://www.cca.gov.in))
- vi. Classification: Equivalent to Group 'B' posts in Central Govt.
- vii. Method of Recruitment: On 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 Assistant Section Officer (ASO) in the office of the Controller of Certifying Authorities (CCA)

- i. Name of Post: Assistant Section Officer (ASO)
- ii. Number of Post: 02(Two) (One post will be vacant on 30.09.2026)  
(one likely to be arise)
- iii. Age Limit : The maximum age limit for appointment on deputation shall not be exceeding 56 as on the closing date of receipt of application.
- iv. Scale of Pay: Level-07 (Rs. 44,900-1,42,400/-)
- v. Educational Qualification: Refer to Website ([www.cca.gov.in](http://www.cca.gov.in))
- vi. Classification: Equivalent to Group 'B' posts in Central Govt.
- vii. Method of Recruitment: On Deputation /Absorption basis

### Essential:

Bachelor's Degree from a recognized university.

### Desirable:

Knowledge of operation of Computer.

(b) Deputation: Officers of the Central Government or State Government or Public Sector Undertaking (PSUs) or Autonomous Bodies: -

- (i) Holding analogous post on regular basis in Parent Cadre or Department; or
- (ii) In level-6 in the pay matrix (Rs 35400-112400) with 05 years of experience on regular basis in the parent cadre or Department; or
- (iii) With 10 years regular service in Level-4 in the pay matrix (Rs 25500-81100).

(The above experience in administrative/clerical cadre will only be considered).

Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same of 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 be not exceeding fifty six years as on closing date of receipt of applications

## Annexure-II

### BIO-DATA/CURRICULUM VITAE

Application for the post of Personal Assistant on Deputation/Absorption basis.

PHOTO

|       |  |  |
|-------|--|--|
|       | Name and Address (in Block Letters)  |  |
| 2     | Name of Father/Spouse  |  |
| 3     | Date of Birth (in Christian era)   |  |
| 4     | Date of Entry into service   |  |
| 5     | Date of retirement under Central/<br>State Government Rules  |  |
| 6     | Education Qualifications   |  |
| (i)   | Whether educational and other<br>qualifications required for the post are<br>satisfied. (If any qualification has been<br>treated as equivalent to the one prescribed<br>in the rules, state the authority for the same)                               |  |
| (ii)  | Qualifications/Experience required as<br>mentioned in the advertisement/<br>vacancy circular   |  |
| (iii) | Essential  |  |
|       | A. Qualification   |  |
|       | B) Experience  |  |
|       | Desirable  |  |
|       | A. Qualification   |  |
|       | B) Experience  |  |
| 7     | Please state clearly whether in the<br>light of entries made by you above, you<br>meet the requisite Essential Qualifications and work<br>experience of the post.  |  |
| 7.1   | Note: Parent Departments are to<br>provide their specific comments/<br>views confirming the relevant<br>Essential Qualification/Work<br>experience possessed by the Candidate (as<br>mentioned in the Bio-data) with reference to the post<br>applied. |  |

8. 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 and Grade Pay/Pay<br>scale of the post held on<br>regular basis | Nature of<br>duties (in<br>details) highlighting experience<br>required for the post 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   |
|------|--|---|---|--|
| 9    | Nature of<br>Present employment i.e. adhoc or<br>temporary or Quasi-Permanent or<br>Permanent.   |   |   |  |
| 10   | a. In case the<br>present employment is held on<br>deputation/<br>contract basis,<br>please state.   | (b)Period of appointment on<br>deputation/contract            | ©Name of the<br>parent<br>office/organization to<br>which the<br>applicant belongs. | d. Name<br>of<br>Post and pay<br>of the post<br>held in<br>substantive<br>capacity in<br>the<br>parent<br>organization |
| 10.1 | 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. |   |   |  |
| 11   | If any post held on Deputation in the<br>past by the applicant, date of return from the last<br>deputation and other details.  |   |   |  |

|    |   |  |
|----|---|--|
| 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.  |  |
| 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   | Basic Pay  |
|    |   | Total Emoluments   |
| 16 | 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 alongwith pay parity order of the organization. . |  |
|    | 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)  |
| 17 | A Additional information, if any, relevant to the post you applied for in support of your suitability for the post  |  |
| 18 | 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)

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