

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

**OFFICE MEMORANDUM**

**Subject: Filling up the post of Director (Finance & Admn.) in the Level-13 Rs 1,23,100-2,15,900/-(PB-4 Rs. 37,400-67,000 with Grade Pay of Rs.8700/-) in the Office of Controller of Certifying Authorities, Ministry of Electronics & Information Technology by Deputation or 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 vacant post of Director (Finance & Admn.) in the Office of the Controller of Certifying Authorities **by deputation or absorption basis** from the eligible and interested candidates on usual terms and conditions. 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. 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 persons of your Ministry/Department may be forwarded in the prescribed proforma (Annexure II) through proper channel to the Deputy Controller (Investigation) & Director (F&A), Office of Controller of Certifying Authorities, Ministry of Electronics & Information Technology, Room No. 2052, Electronics Niketan, 6, CGO Complex, New Delhi-110003 within 45 days from the date of publication of this advertisement on website of the office of CCA.

4. The applications 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 officer. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his 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 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

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.

To

All Central Government Ministries & Departments

  
DC(I) & Director (F&A)

**F. No. 1(226)/2022-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.**

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

**Subject:- Filling up of one post of Director (Fin & Admn) in the Level-13 in the pay matrix Rs. 1,23,100-2,15,900/- (Pre-revised: PB-4 Rs. 37,400-67,000 with Grade Pay of Rs. 8700/-) in the Office of Controller of Certifying Authorities on deputation or Absorption basis.**

1. It is proposed to fill up one post of Director (Fin & Admn) in the Office of the Controller of Certifying Authorities, by deputation or 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](http://www.cca.gov.in)).
2. Applications of eligible and interested persons of the Ministry/ Department may be forwarded in the prescribed Performa (**Annexure-II**) through proper channel to Deputy Controller (I) & 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 website of office of CCA ([www.cca.gov.in](http://www.cca.gov.in)). 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) Post : Director (Fin & Admn)
  - (ii) Number of Post : 01(One)
  - (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-13 (Rs.1,23,100-2,15,900/-)
  - (v) Educational qualification: Refer to website ([www.cca.gov.in](http://www.cca.gov.in)).
  - (vi) Classification : Equivalent to Group 'A' posts in Central Government
  - (vii) Method of Recruitment: By deputation or Absorption.

  
(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 Director (Finance & Admn) in the Office of the Controller of Certifying Authorities  
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**Post** : DIRECTOR (FINANCE & ADMN)  
**Number of Posts** : One (01)  
**Scale of Pay** : Level-13 Rs 1,23,100-2,15,900/- (pre-revised PB-4 Rs.37,400-67,000 with Grade Pay of Rs.8700/-)  
**Classification** : Equivalent to Group 'A' posts in Central Government

**Method of Recruitment** : **By Deputation or Absorption basis,**  
**Eligibility criteria** :

**Deputation or absorption:** Officers of the Central Government or Public Sector Undertakings or Autonomous bodies –

- (a) Holding analogous post on regular basis in the parent cadre or Department; or
- (i) Deputy Secretaries or Joint Directors or Deputy Financial Advisers in the Level-12 Rs 78,800-2,09,200/-(pre-revised PB-3 of Rs.15600-39100/- plus Grade Pay of Rs.7600/-) with five years regular service in the grade; or
- (ii) Under Secretary or Deputy Director in the Level-11 Rs.67,700-2,08,700(pre-revised PB-3, Rs.15600-39100 plus Grade Pay of Rs.6600/-) with ten years regular service in the grade; or
- (iii) Deputy Secretary or Joint Director or Deputy Financial Adviser in the Level-12 Rs 78,800-2,09,200/-(pre-revised PB-3, Rs.15600-39100 plus Grade Pay of Rs.7600/- and Under Secretary or Deputy Director in the Level-11 Rs 67,700-2,08,700/-(pre-revised PB-3, Rs.15600-39100 plus Grade Pay of Rs.6600/- with ten years combined regular service in the grade; and
- (iv) Possessing five years' experience in the field of administration or finance in the Central or State Government or Public Sector Undertakings or Autonomous bodies.

**Note 1:** Period of deputation, including period of deputation 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 to exceed five years.

**Note 2:** The maximum age limit for appointment by deputation or absorption shall be not exceeding fifty-six years as on the closing date of receipt of applications.

**Note 3:** For the purpose of appointment on deputation or absorption, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale 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 grade pay or pay scale, and where this benefit will extend only for the posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.

Passport size  
photograph

**Annexure-II**  
**BIO-DATA/CURRICULUM VITAE**

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

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	
(iii)		
	A. Qualification	
	B) Experience	
	A. Qualification	
	B) Experience	
	In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.	
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
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\* 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	From	To
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		Matrix drawn 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	<p>Additional details about present employment: Please state whether working under ( indicate the name of your employer against the relevant column)</p> <p>Central Government State Government Autonomous organization Government Undertaking Universities Others</p>			
12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13	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 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)	
16	A 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)	
17	The candidates are requested to indicate information with regard to: i. Research Publication and reports and special projects (ii) Awards/Scholarships/Official Appreciation (III) Affiliation with the Professional bodies/Institutions/Societies and (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)	
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)