

F. 1(136)/2015-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
Lodi Road, New Delhi -110 003.

Dated: 23rd March, 2015

Filling up of the Two posts of Personal Assistant in the Pay Band of Rs.9300-34800 (PB-2) with Grade Pay of Rs.4600/- in the Office of Controller of Certifying Authorities initially filled up on Deputation basis.

1. It is proposed to fill up Two vacant posts of “Personal Assistant” in the Office of the Controller of Certifying Authorities, initially filled up on deputation basis. **The details of the post, eligibility criteria required, proforma 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 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, M/o Communications & 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.

Harshprabha Aggarwal
Assistant Controller (Technology)

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

Post	:	PERSONAL ASSISTANT
Number of Posts	:	Two (02)
Scale of Pay	:	Rs.9300-34800+Rs. 4600/-(Grade Pay) (PB-2)
Classification	:	Equivalent to Group 'B' posts in Central Government.
Method of Recruitment	:	initially filled up on deputation for a period of 02 years and based on performance, the incumbent could be considered for absorption subsequently

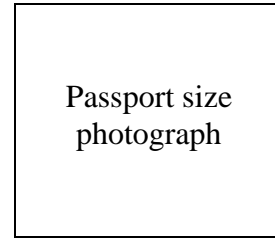
Eligibility Criteria:

Deputation: Officers of the Central Government or State Government or public sector undertaking or autonomous bodies:-

- (a) (i) holding analogous post on regular basis in Parent Cadre or Department in the grade pay of Rs. 4600/-, or
 - (ii) In the Grade Pay of Rs. 4200/- with 5 years of experience on regular basis in the parent cadre or department: or
 - (iii) With ten years regular service in the Grade Pay in the Pay Band(PB-I) of Rs. 5200-20200+ 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 fifty six years as on the closing date of receipt of applications.



APPLICATION FOR THE POST OF PERSONAL ASSISTANT ON DEPUTATION BASIS

BIO-DATA PROFORMA

1. Name in block letters :
2. Contact Telephone No. :
3. Date of Birth (in Christian era) :
4. Date of retirement under Central/State Government Rules :
5. Address for correspondence :
6. Educational Qualifications :
7. 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 and service/ cadre to which you belong	From	To	Scale of pay and classification (Group) of the post	Whether held on regular or ad-hoc basis	Nature of duties
1	2	3	4	5	6	7

08. In case the present employment is held on :
Deputation/contract basis, please state:

(a)The date of initial appointment

(b)Period of appointment on deputation/contract

(c)Name of the parent office/organization to which you belong

09. Additional details about present Employment,
Please state whether working under:

- (a) Central Government
- (b) State Government
- (c) Autonomous organization
- (d) Government Undertaking
- (e) Universities
- (f) Other Government organizations in public or private sector

10. Whether belongs to SC/ST/OBC :

11. Any other information :

Place:

Date:

(Signature of the Applicant)

**Certificate to be furnished by the Employer/Head of Office/Forwarding
Authority**

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualification and experience mentioned in the format.

Also certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) The complete CR dossier/APAR for the last 03 years duly attested by an officer of the rank of under Secretary or equivalent are enclosed.
- (iii) His/Her integrity is beyond doubt.
- (iv) No major/minor penalties have been imposed on him/her.

Name:

Designation:

Office: