

No.1(95)/2013-CCA
Government of India

Ministry of Communications & Information Technology

Department of Electronics & Information Technology

Office of Controller of Certifying Authorities

Electronics Niketan, 6, CGO Complex, Lodi Road, New Delhi-110 003

Filling up of two posts of "Assistant" 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 on deputation/absorption.

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 "Assistant" (No. may be varied) in the Office of the Controller of Certifying Authorities on deputation/absorption basis from the eligible and interested candidates. The detailed advertisement is available on website of the Office of CCA (www.cca.gov.in).

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.

Smt. Harshprabha Aggarwal
Assistant Controller (Technology)
Telephone: 2436 4186
EN 23/90

davp 06108/11/0003/1314

*Employment News 7th Sept. 2013
Dtd.*

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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
Dated: 7th September, 2013

OFFICE MEMORANDUM

Subject: Filling up of two posts of "Assistant" 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 on deputation/absorption basis.

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 "Assistant" 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 required etc. may be seen at **Annexure - I to II.**

3. Applications of eligible and interested persons of your Ministry/ Department may be forwarded in the prescribed proforma (Annexure-I and 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 (7th-13th Sept, 2013) except for Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul-Spiti District and Pangi Sub-Division of Chamba District of HP, Andaman & Nicobar Islands and Lakshadweep for which the applications may be forwarded within 52 days.

Contd....2/-

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 along with 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. Candidates may send an advance copy of application while the application through proper channel is being forwarded.

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 ASSISTANT in the office of the Controller of Certifying Authorities

Post	:	ASSISTANT
Number of Posts	:	Two
Scale of Pay	:	PB-2 Rs.9300-34800/- with Grade Pay of Rs.4600/-
Method of Recruitment	:	Deputation/absorption
Eligibility criteria	:	Officers of the Central government or State Government or Public Sector Undertaking or Autonomous Bodies: (i) Holding analogous post in the grade pay of Rs.4600/-, or in the grade pay of Rs.4200/- with 5 years of experience on regular basis in the parent cadre or Department; or (ii) With ten years regular service in the grade 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

(Indicate specifically whether application is for deputation or absorption)

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)