

No.2(14)/2014-Pers.I
Government of India
Ministry of Communications & Information Technology
Department of Electronics & Information Technology
Electronics Niketanq 6, CGO Complex,
New Delhi . 110003.

Subject: Filling up the post of Controller of Certifying Authorities at New Delhi - regarding.

The Government of India enacted the Information Technology (IT) Act, 2000 to provide, inter-alia, legal recognition for transactions carried out by means of Electronic Data interchange and other means of electronic communication commonly referred to as "electronic commerce". As per Section 17(1) & (2) of Chapter VI of the IT Act, the Central Government may, by notification in the official Gazette, appoint a Controller of Certifying Authorities for the purposes of the Act. The Controller shall discharge his functions under the Act subject to the general control and directions of Central Government.

2. It is proposed to fill up the post of Controller of Certifying Authorities as per provisions of The Information Technology Act, 2000 as amended till date. The eligibility criteria, term of office, salary & allowances and other conditions of service of the post of Controller of Certifying Authorities, are as under:

Eligibility Criteria:

- i) Bachelor's Degree in Engineering/Technology and twenty (20) years experience out of which five (05) years should be at senior management level in Information Technology (IT) or related sectors; Or
- ii) Master's Degree in Science/Engineering/Technology and eighteen (18) years experience out of which five (05) years should be at senior management level in Information Technology (IT) or related sectors; Or
- iii) Doctorate in Science/Engineering related sectors or equivalent and fifteen (15) years experience out of which five (05) years should be at senior management level in Information Technology (IT) related sectors; Or
- iv) Management Degree (MBA) with Bachelor's Degree in Engineering Technology or Bachelor's Degree in Science and eighteen (18) years experience out of which five (05) years should be at senior management level in Information Technology (IT) or related sectors.

Terms of Office:

The Controller of Certifying Authorities shall hold office for a period of three (03) years, but shall be eligible for re-appointment, provided that no person shall hold office beyond the age of sixty-five (65) years.

Salary & Allowances and other conditions of service:

The Controller shall be paid the pay and allowances as admissible to an Additional Secretary to the Government of India (presently in the HAG scale i.e. Rs.67000-79000/-) including all the benefits that an Additional Secretary is entitled to provided that in the case of appointment of a person as Controller of Certifying Authorities, who has retired from service under the Central or a State Government and who is in receipt of, or has received, or has become entitled to receive any retirement benefits by way of pension, gratuity, employer's contribution to the Provident Fund or other forms of retirement benefits, the pay of such Controller shall be reduced by the gross amount of pension and pension equivalent of gratuity or employer's contribution to the Contributory Provident Fund or any other form of retirement benefits, if any, drawn or to be drawn by him.

Pension:

The Controller of Certifying Authorities shall be deemed to have retired from Govt. service upon taking up respective appointment in the office of CCA and shall not be entitled for any pension and gratuity for the service rendered in the office of CCA.

2. Eligible and interested persons may submit their applications in the prescribed format (Annexure-I) along with attested copies of certificates relating to qualifications, date of birth etc. to Shri Girish Sahai, Joint Director (Pers.), Department of Electronics and Information Technology, `Electronics Niketanq 6, CGO Complex, New Delhi-110003, within 45 days from the date of publication of advertisement in the Employment News. 10 more days shall be given in respect of applications received from the candidates residing in remote areas viz. Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahual and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, the Union Territory of Andaman and Nicobar Islands or the Union Territory of Lakshadweep. Those who are working in the Central/State Government may send their application through proper channel along with photocopies of the ACRs/APARs of the last five years duly attested by an officer not below the rank of Under Secretary or equivalent. While forwarding the application, it may please be verified and certified that no disciplinary proceedings or vigilance case is either pending or contemplated against the officer. The integrity of the officer may also be certified by an officer of the rank of Under Secretary or equivalent that no minor/major penalty has been imposed on him. It may also be confirmed that in the event of selection, the officer concerned will be relieved of his/her duties. .

3. Applications, which are incomplete or are not accompanied with the photocopies of ACRs/APARs for the last five years and other relevant documents in support of age, educational qualifications experiences etc. will not be entertained and would be summarily rejected without any further correspondence.

4. Candidates once selected will not be allowed to withdraw his/her name on a later date.

(Girish Sahai)
Joint Director
Tel.No.: (011)-24364743

**PROFORMA FOR APPLICATION FOR THE POST OF
CONTROLLER OF CERTIFYING AUTHORITIES**

PART – I

Affix recent Passport
size photograph

CURRICULAM VIATE

1. Name in **BLOCK LETTERS** :
2. Nationality :
3. Father's Name :
4. Date of Birth (in Christian era) :
5. Whether belongs to SC/ST/OBC :
6. Address for correspondence :
7. Educational Qualifications :
 - (a) Academic :
 - (b) Professional :
8. Details of employment/positions held from time to time in chronological order:

Office address & Cadre	Post held	From	To	Pay Band with GP and present Basic Pay	Whether held on regular or ad-hoc basis	Nature of duties (in detail)
1	2	3	4	5	6	7

9. Field of specialization, Resume of Research Work and Publication, :
If any (one set of Reprints to be furnished, if available)
10. Experience with specific reference to the area of IT & Cyber Laws :
11. Additional details about present employment, if any, which you :
would like to mention in support of your suitability for the post
12. Achievements in the career which may support your candidature :

[Note: Enclose a separate sheet, if the space is insufficient]

Contd....2...

13. Contact No.: (Off) _____ (Res) _____ (Mobile) _____

DECLARATION:

I hereby solemnly declare that all the statements made above are true and correct to the best of my knowledge and belief.

Place: _____

(Signature of the candidate)

Date : _____

PART – II

(To be filled in by the Competent Authority in the case of candidates who are presently working in the Government/PSU/Autonomous Organizations only)

Certified that:-

- i) The information given above by the Officer is correct.
- ii) No vigilance/disciplinary proceedings are pending or contemplated against the above mentioned Officer.

Signature: _____

Name: _____

Designation: _____

Department: _____

Date: _____