

No. 1(111)/2013-CCA/490-590

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.

September 08, 2014

**OFFICE MEMORANDUM**

Subject: Filling up the post of Director (Finance & Admn.) in the Pay Band of Rs.37,400-67,000/- with Grade Pay of Rs.8,700/- in the Office of Controller of Certifying Authorities, Department of Electronics & Information Technology on deputation 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, on deputation basis for a period of 02 years and based on performance, the incumbent could be considered for absorption subsequently from the eligible and interested candidates on usual terms and conditions. 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 Office of Controller of Certifying Authorities, Department of Electronics & Information Technology, M/o Communications & Information Technology, Room No. 2052, Electronics Niketan, 6, CGO Complex, New Delhi-110003 within 45 days from the date of publication of this advertisement in the Employment News.

4. The applications should be accompanied by photocopies of ACRs for 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 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.

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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. 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.

*Debjani Nag*

(Debjani Nag) 09.09.14  
Deputy Controller (Technology)

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 Director (Finance & Admn)  
in the Office of the Controller of Certifying Authorities  
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<b>Post</b>	:	DIRECTOR (FINANCE & ADMN)
<b>Number of Posts</b>	:	One (01)
<b>Scale of Pay</b>	:	PB-4 Rs.37400-67000/- with Grade Pay of Rs.8700/-
<b>Classification</b>	:	Equivalent to Group 'A' posts in Central Government
<b>Method of Recruitment</b>	:	Deputation {post will be initially filled up on deputation and based on performance, the incumbent could be considered for absorption subsequently}.
<b>Eligibility criteria</b>	:	

**Deputation:** Officers of the Central Government, State Government or Public Sector Undertakings or Autonomous bodies -

- (A) (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 Pay Band (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 PB-3, Rs.15600-39100 plus Grade Pay of Rs.6600/- with ten years regular service in the grade; or
- (ii) Deputy Secretary or Joint Director or Deputy Financial Adviser in the PB-3, Rs.15600-39100 plus Grade Pay of Rs.7600/- and Under Secretary or Deputy Director in the 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

**Application for the post of Director (Finance & Admn).**

**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

8. In case the present employment is held on Deputation, please state: :

- (a) The date of initial appointment
- (b) Period of appointment on deputation
- (c) Name of the parent office/organization to which you belong

- 9.. Whether belongs to SC/ST/OBC :
10. Any other information :

Place:  
Date:

(Signature of the Applicant)

**Certificate to be furnished by the Employer/Forwarding Authority**

Certified that: (i) the particulars furnished by Dr./Shri/Smt.Km..... are correct. (ii) there is no vigilance/disciplinary case either pending or contemplated against by an officer not below the rank of an Under Secretary to the Government of India, are enclosed.

(Signature of the Head of the Department/Forwarding Authority)

Name \_\_\_\_\_  
Department \_\_\_\_\_  
Office \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Fax No. \_\_\_\_\_