MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY

(Department of Information Technology)

NOTIFICATION

New Delhi, the 8th September, 2009

G.S.R. 647(E).—In exercise of the powers conferred by clause (f) of sub-section (2) of Section 87 of the Information Technology Act, 2000 and in supersession of the Department of Information Technology, Office of Controller of Certifying Authorities (Group 'A' Posts) Recruitment Rules, 2003, except as respects things done or omitted to be done before such supersession, the Central Government hereby makes the following rules regulating the method of recruitment to the Gazetted and Non-Gazetted posts in the Office of Controller of Certifying Authorities, a statutory body under the administrative control of the Department of Information Technology, Ministry of Communications and Information Technology, namely :—

1. **Short title and commencement.**—(1) These rules may be called the Department of Information Technology, Ministry of Communications and Information Technology, Controller of Certifying Authorities, Gazetted and Non-Gazetted posts Recruitment Rules, 2009.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Application.**—These rules shall apply to the posts specified in column (1) of the Schedule annexed to these rules.

3. **Number of posts, classification and scale of pay.**—The number of posts, their classification and the scale of pay attached thereto shall be as specified in columns 2 to 4 of the said Schedule.

4. **Method of recruitment, age limit and other qualifications, etc.**—The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in columns 5 to 14 of the aforesaid Schedule.

5. **Disqualification.**—No person,

(a) who has entered into or contracted a marriage with a person having a spouse living, or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any of the said posts:

Provided that the Central Government may, if satisfied that such marriage is permissible under personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. **Power to relax.**—Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category or persons.

7. **Saving.**—Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of post	Number of post	Classification	Scale of pay	Whether Selection post or non-selection post	Whether benefit of added years of service, admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972	Age limit for direct recruits	Education and other qualifications required for direct recruits
1	2	3	4	5	6	7	8
(1)Deputy Controller (Technology)	*1(2009) *Subject to variation dependent on workload	Equivalent to Group 'A' post in Central Government	PB-4 Rs.37400-67000 with Grade Pay of Rs.10000	Not applicable	Not applicable	Not applicable	Not applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation if any	Methods of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made
9	10	11	12
Not applicable	Not applicable	By deputation or transfer (absorption)	Deputation: Officers of the Central Government or State Governments or Public Sector Undertakings – (A) (i) holding analogous post on regular basis in the parent cadre or Department; or (ii) with two years regular service in the grade rendered after appointment thereto on a regular basis in the Pay Band (PB-4) of Rs.37400-67000 with Grade Pay of Rs.8900 or equivalent in the parent cadre or Department; and (B) (i)* possessing Bachelor's degree in Engineering or Technology from a recognized University with fifteen years experience in the field of Information Technology; or (ii) master's Degree in Engineering or Technology from a recognized University with twelve years experience in the field of Information Technology; or (iii) masters Degree in Science or Computer Applications, 'B' level Department of Electronics Accreditation Course (DOEACC) or equivalent with twelve years experience in the field of Information Technology; or

			(iv) Ph.D in Science or Engineering with ten years experience in the field of Information Technology; and (C) minimum two years experience in the field of Information Technology related areas. ** * The above degrees are desirable in the following disciplines: Computer Engineering, Electronics and Communication Engineering, Electrical Engineering, Electronics Engineering, Computer Science, Physical and Mathematical Sciences and such other related disciplines. ** The relevant experience in Information Technology related areas means specifically the design, development, implementation and/or policy formulation of systems in one or more of the following areas: - E-commerce solutions - Security in E -commerce Applications incorporating network security, secure-web services, client browser interface, etc. - Knowledge of public key cryptography including authentication through digital signatures - Knowledge of networking and internet technologies including knowledge of International Telecommunication Union (ITU) standards Transfer: Under the provision transfer, the officer who will come may be permanently absorbed in the post/grade after recommendation by the duly constituted Selection Committee. Such a transfer is effected only in the case of officers from the Central/State Governments. *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 be not exceeding fifty six years as on the closing date of receipt of applications. For Ex-serviceman: The armed forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite qualifications and experiences can also be considered for appointment of such persons.

If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
13	14
The Departmental Promotion Committee consisting of: i) Secretary - Chairman Department of Information Technology ii) Controller of Certifying Authorities - Member iii) An officer of the level of Additional - Member Secretary to the Government of India	Not applicable

1	2	3	4	5	6	7	8
(2)Deputy Controller (Finance and Legal)	*1(2009) *Subject to variation dependent on workload	Equivalent to Group 'A' post in Central Government	PB-4 Rs.37400-67000 with Grade Pay of Rs.10000	Not applicable	Not applicable	Not applicable	Not applicable

9	10	11	12
Not applicable	Not applicable	By deputation/ transfer (absorption)	Deputation: Officers of the Central Government or State Governments or Public Sector Undertakings – (A)(i)holding analogous post on regular basis in the parent cadre or Department; or (ii) with two years regular service in the grade rendered after appointment thereto on a regular basis in the Pay Band (PB-4) of Rs.37400-67000 with Grade Pay of Rs.8900 or equivalent in the parent cadre or Department; and (B) (i)Essential Qualifications: Possessing Bachelor's degree in any discipline from a recognized University and Chartered Accountancy or Institute of Cost and Works Accountancy or Company Secretary or Master of Business Administration/Public Administration or Master of Commerce or Post Graduate Diploma in any discipline with Diploma in Financial Management. (ii) Desirable Qualification: LLB or Post Graduate Diploma in Cyber Laws from a recognized University, and (C) (i) possessing fifteen years experience in legal practice experience in the field of financial matters with emphasis on legal matters; and (ii) including experience of minimum two years in the field of Finance such as business management, trade, industry, banking or experience in the field of academics in the areas of business management, trade, industry, banking and legal matters such as e-governance, networking, intellectual property rights, cyber laws, e-commerce or experience in the field of academics in the areas or e-governance, networking, intellectual property rights, cyber laws, e-commerce. Transfer: Under the provision transfer, the officer who will come may be permanently absorbed in the post/grade after recommendation by the duly constituted Selection Committee. Such a transfer is effected only in the case of officers from the Central or State Governments. *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 be not exceeding fifty six years as on the closing date of receipt of applications. For Ex-serviceman: The armed forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite qualifications and experiences can also be considered for appointment to such persons.

13	14
The Departmental Promotion Committee consisting of: i) Secretary - Chairman Department of Information Technology ii) Controller of Certifying Authorities - Member iii) Additional Secretary, Ministry of Law - Member	Not applicable

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1	2	3	4	5	6	7	8
(3)Deputy Controller (Investigation)	*1(2009) *Subject to variation dependent on workload	Equivalent to Group 'A' post in Central Government	PB-4 Rs.37400-67000 with Grade Pay of Rs.10000	Not applicable	Not applicable	Not applicable	Not applicable

9	10	11	12
Not applicable	Not applicable	By deputation or transfer (absorption)	Deputation: Officers of the Central Government or State Governments or Public Sector Undertakings:- (A) (i) holding analogous post on regular basis in the parent cadre or Department; or (ii) with two years regular service in the grade rendered after appointment thereto on a regular basis in the Pay Band (PB-4) of Rs.37400-67000 with Grade Pay of Rs.8900 or equivalent in the parent cadre or Department; and (B) Essential Qualification: Possessing Bachelor's degree in any discipline from a recognized University, knowledge of Computers and programmes, networking and working on Internet and L.L.B. or Post Graduate Diploma in Cyber Laws and other related Laws. (C) (i) possessing experience of fifteen years in Personnel, Administration, Investigation, Vigilance and (ii) Including minimum two years experience of Investigation of Cyber crimes. Transfer: Under the provision transfer, the officer who will come may be permanently absorbed in the post or grade after recommendation by the duly constituted Selection Committee. Such a transfer is effected only in the case of officers from the Central or State Governments. *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 be not exceeding fifty six years as on the closing date of receipt of applications. For Ex-serviceman: The armed forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite qualifications and experiences can also be considered for appointment of such persons.

13	14
The Departmental Promotion Committee consisting of: i) Secretary - Chairman Department of Information Technology ii) Controller of Certifying Authorities - Member iii) An officer of the level of Additional Secretary to the Government of India Member	Not applicable

1	2	3	4	5	6	7	8
(4)Assistant Controller (Technology)	*2(2009) *Subject to variation dependent on workload	Equivalent to Group 'A' post in Central Government	PB-4 Rs.37400-67000 with Grade Pay of Rs.8900	Not applicable	Not applicable	Not applicable	Not applicable

9	10	11	12
Not applicable	Not applicable	By deputation or transfer (absorption)	Deputation: Officers of the Central Government or State Governments or Public Sector Undertakings - (A)(i) holding analogous post on regular basis in the parent cadre or Department; or (ii) with two years regular service in the grade rendered after appointment thereto on a regular basis in the Pay Band (PB-4) of Rs.37400-67000 with Grade Pay of Rs.8700 or equivalent in the parent cadre or Department; and (B)Essential Qualification:(i)* Possessing Bachelor's degree in Engineering or Technology with thirteen years experience' in the field of Information Technology; or (ii) Master's Degree in Engineering or Technology with ten years experience in the field of Information Technology; or (iii) Masters Degree in Science or Computer Applications or 'B' level Department of Electronics Accreditation Course (DOEACC) or equivalent with thirteen years experience in the field of Information Technology; or (iv) Ph.D in Science or Engineering with eight years experience in the field of Information Technology; and (C) minimum two years experience in the field of Information Technology related areas. ** * The above degrees are desirable in the following disciplines: Computer Engineering, Electronics and Communication Engineering, Electrical Engineering, Electronics Engineering, Computer Science, Physical and Mathematical Sciences and such other related disciplines. ** The relevant experience in Information Technology related areas means specifically the design, development, implementation and/or policy formulation of systems in one or more of the following areas: - E-commerce solutions - Security in E-commerce Applications incorporating network security, secure-web services, client browser interface, etc. - Knowledge of public key cryptography including authentication through digital signatures - Knowledge of networking and Internet technologies including knowledge of International Telecommunication Union (ITU) standards

			Transfer: Under the provision transfer, the officer who will come may be permanently absorbed in the post/grade after recommendation by the duly constituted Selection Committee. Such a transfer is effected only in the case of officers from the Central/State Governments. *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. For Ex-serviceman: The armed forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite qualifications and experiences can also be considered for appointment of such persons.

13	14
The Departmental Promotion Committee consisting of: i) Controller of Certifying Authorities/ Additional Secretary, Department of Information Technology - Chairman ii) Director General (Indian Computer Emergency Response Team) or Equivalent - Member iii) An officer of the level of Joint Secretary to the Government of India or Equivalent from Department of Information Technology/Other Ministry/Department - Member	Not applicable

1	2	3	4	5	6	7	8
(5)Assistant Controller (Finance and Legal)	*1(2009) *Subject to variation dependent on workload	Equivalent to Group 'A' post in Central Government	PB-4 Rs.37400-67000 with Grade Pay of Rs.8900	Not applicable	Not applicable	Not applicable	Not applicable

9	10	11	12
Not applicable	Not applicable	By deputation or transfer (absorption)	Deputation: Officers of the Central Government or State Governments or Public Sector Undertakings - (A)(i) holding analogous post on regular basis in the parent cadre or Department; or (ii) with two years regular service in the grade rendered after appointment thereto on a regular basis in the Pay Band (PB-4) of Rs.37400-67000 with Grade Pay of Rs.8700 or equivalent in the parent cadre or Department; and (B) (i)Essential Qualifications: Possessing Bachelor's degree in any discipline from a recognized University and Chartered Accountancy or Institute of Cost and Works Accountancy or Company Secretary or Master of Business Administration/Public Administration or Master of Commerce or Post Graduate Diploma in any discipline with Diploma in Financial Management. (ii) Desirable Qualification: L.LB or Post Graduate Diploma in Cyber Laws from a recognized University, and (C) (i) possessing thirteen years experience in legal practice and experience in the field of financial matters with emphasis on legal matters; and (ii) minimum two years experience in the field of Finance such as business management, trade, industry, banking or experience in the field of academics in the areas of business management, trade, industry, banking and experience in Legal matters such as e-governance, networking, intellectual property rights, cyber laws, e-commerce or experience in the field of academics in the areas of e-governance, networking, intellectual property rights, cyber laws, e-commerce. Transfer: Under the provision, transfer, the officer who will come may be permanently absorbed in the post/grade after recommendation by the duly constituted Selection Committee. Such a transfer is effected only in the case of officers from the Central/State Governments. *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 be not exceeding fifty six years as on the closing date of receipt of applications.

			For Ex-serviceman: The armed forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite qualifications and experiences can also be considered for appointment of such persons.

13	14
The Departmental Promotion Committee consisting of: i) Controller of Certifying Authorities/ Additional Secretary, Department of Information Technology - Chairman ii) Director General (Indian Computer Emergency Response Team) or Equivalent - Member iii) An officer of the level of Joint Secretary to the Government of India or Equivalent from Department of Information Technology/Other Ministry/Department	Not applicable

1	2	3	4	5	6	7	8
(6)Assistant Controller (Investigation)	*1(2009) *Subject to variation dependent on workload	Equivalent to Group 'A' post in Central Government	PB-4 Rs.37400-67000 with Grade Pay of Rs.8900	Not applicable	Not applicable	Not applicable	Not applicable

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9	10	11	12
Not applicable	Not applicable	By deputation or transfer (absorption)	Deputation: Officers of the Central Government or State Governments or Public Sector Undertakings - (A)(i) holding analogous post on regular basis in the parent cadre or Department; or (ii) with two years regular service in the grade rendered after appointment thereto on a regular basis in the Pay Band (PB-4) of Rs.37400-67000 with Grade Pay of Rs.8700 or equivalent in the parent cadre or Department; and (B)(i) Essential Qualifications: Possessing Bachelor's degree in any discipline from a recognized University, knowledge of Computers and programmes, networking and working of Internet and L.L.B. or Post Graduate Diploma in Cyber Laws from a recognized University and related Laws. (C) (i) possessing experience of thirteen years in Personnel, Administration, Investigation, Vigilance and- (ii) experience of minimum two years in the investigation of cyber crimes. Transfer: Under the provision transfer, the officer who will come may be permanently absorbed in the post/grade after recommendation by the duly constituted Selection Committee. Such a transfer is effected only in the case of officers from the Central/State Governments. *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 be not exceeding fifty six years as on the closing date of receipt of applications. For Ex-serviceman: The armed forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite qualifications and experiences can also be considered for appointment of such persons.

13	14
The Departmental Promotion Committee consisting of: i) Controller of Certifying Authorities/ Additional Secretary, Department of Information Technology - Chairman ii) Director General (Indian Computer Emergency Response Team) or Equivalent - Member iii) An Officer of the level of Joint Secretary to the Govt. of India or Equivalent from Department of Information of Technology/Other Ministry/Department - Member	Not Applicable

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Name of the Post	No. of Posts	Classification	Pay band and grade pay or pay scale	Whether Selection post or non-selection post	Age limit for direct recruits
1	2	3	4	5	6
(7) Director (Finance and Administration)	***Please refer at page 22 to 24***				

Education and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of probation, if any	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods
7	8	9	10
In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made			
11			
If a Departmental Promotion Committee exists, what is its composition		Circumstances in which Union Public Service Commission is to be consulted in making recruitment	
12		13	

1	2	3	4	5	6	7
(8) Scientist 'D'	5* (2009) *Subject to variation dependent on workload.	Equivalent to Group 'A' post in Central Government	PB-3, Rs.15600-39100 + Rs.7600 Grade Pay	Not applicable.	Not applicable.	Upto 40 years (relaxable for Government servants, Scheduled Caste/ Scheduled Tribe/ Other Backward Classes in accordance with the instructions or orders issued by the Central Government from time to time in this regard). Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladhak Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Champa District of Himachal Pradesh, the Union territory of Andaman and Nicobar Islands or the Union territory of Lakshadweep).

8	9	10	11
(i) Bachelor's degree in Engineering or Technology from a recognized University with atleast 60 percentage marks in aggregate; or (ii) M.Sc. in Physics or Applied Physics or Electronics or Applied Electronics or Radio Physics and Electronics or any other related specilisation and or discipline atleast 60 percentage marks in aggregate; or (iii) MCA with atleast 60 percentage marks in aggregate. Desirable Qualification: Master's Degree in Science or Technology; or Ph.D from a recognized university. Experience : Three years for candidates holding Doctorate, five years for candidates holding Master's Degree and eight years for candidates holding Bachelor's Degree with experience in the field of Information Technology related areas, specifically in design, development, implementation or policy formulation of systems in one or more of the following areas: - E-commerce solutions. - Security in E -commerce Applications incorporating network security, secure-web services, client browser interface.	Not Applicable.	One Year for direct recruits.	By deputation/ absorption failing which by direct recruitment.

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(12)

- Knowledge of public key cryptography including authentication through digital signatures. - Knowledge of networking and internet technologies including knowledge of International Telecommunication Union (ITU) standards. Note : Whoever does not have the working knowledge of Hindi, he or she is required to acquire the same during his or her probation period of one year.			

12	13	14
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 the parent cadre or department; or (ii) with five years service in the grade rendered after appointment thereto on regular basis in the Pay Band (PB-3) of Rs.15600-39100 + Rs.6600 Grade Pay or equivalent; and (b) possessing qualifications and experience prescribed for direct recruitment under column 8. Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organisation 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. For Ex-Serviceman: The armed forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite qualifications and experiences can also be considered for appointment of such persons.	The Departmental Promotion Committee consisting of:- 1. Controller of Certifying Authorities - Chairman. 2. Deputy Controller (Technology). - Member. 3. . Scientist 'G' from Department of Information Technology/ other Ministry/ Department. - Member.	Not Applicable

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(14)

1	2	3	4	5	6	7
(9) Scientist 'B'.	3* (2009) *Subject to variation dependent on workload.	Equivalent to Group 'A' post in Central Government.	PB-3, Rs.15600-39100 + Rs.5400 Grade Pay	Not applicable.	Not applicable.	Upto 30 years (relaxable for Government servants, Scheduled Caste/ Scheduled Tribe/ Other Backward Classes in accordance with the instructions or orders issued by the Central Government from time to time in this regard). Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladhak Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Champa District of Himachal Pradesh, the Union territory of Andaman and Nicobar Islands or the Union territory of Lakshadweep).

8	9	10	11
(i) Bachelor's degree in Engineering or Technology from a recognized University with atleast 60 percentage marks in aggregate; or (ii) M.Sc. in Physics or Applied Physics or Electronics or Applied Electronics or Radio Physics and Electronics or any other related specilisation and or discipline atleast 60 percentage marks in aggregate; or (iii)MCA with atleast 60 percentage marks in aggregate. Desirable Qualification: Master's Degree in Science or Technology; or Ph.D. Note : Whoever does not have the working knowledge of Hindi, he or she is required to acquire the same during his or her probation period of one year.	Not Applicable	One Year for direct recruits.	By deputation/ absorption failing which by direct recruitment.

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12	13	14
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 the parent cadre or department; or (ii) with three years service in the grade rendered after appointment thereto on regular basis in the Pay Band (PB-2) of Rs.9300-34800 +Rs. 4600 Grade Pay; or (iii) with eight years regular service in the Pay Band (PB-2) of Rs.9300-34800 + Rs. 4200 Grade Pay. (b) possessing qualifications and experience prescribed for direct recruitment under column 8. Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organisation 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. For Ex-Serviceman: The armed forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite qualifications and experiences can also be considered for appointment of such persons.	The Departmental Promotion Committee consisting of:- 1. Deputy Controller (Technology). - Chairman. 2. Assistant Controller (Technology). - Member. 3. . Scientist 'F' from Department of Information Technology/ other Ministry/ Department. - Member.	Not Applicable

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1	2	3	4	5	6	7	8	9
(10) Private Secretary.	*4 (2009) *Subject to variation dependent on workload.	Equivalent to Group 'B' post in Central Government.	PB-2, Rs.9300-34800 + Rs.4800 Grade Pay	Not Applicable.	Not Applicable.	Not Applicable.	Not Applicable.	Not Applicable.

10	11	12
Not Applicable.	Deputation/ absorption.	Deputation: Officers of the Central Government or State Government or public sector undertaking or autonomous bodies.- (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with six years regular service in the grade of Stenographer Grade 'C' or Personal Assistants or equivalent in the Pay Band (PB-2) of Rs.9300-34800 + Rs. 4200 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 be not exceeding Fifty Six years as on the closing date of receipt of applications.

13	14
The Departmental Promotion Committee consisting of:- 1. Additional Secretary/ Joint Secretary (Personnel), Department of Information Technology - Chairman. 2. Director (Admin. & Finance) Controller of Certifying Authorities. - Member. 3. . Deputy Secretary to the Government of India or equivalent from Department of Information Technology/ other Ministry/ Department. - Member.	Not Applicable

1	2	3	4	5	6	7
(11) Personal Assistant	*6 (2009) *Subject to variation dependent on workload	Equivalent to Group 'B' post in Central Government	PB-2, Rs.9300-34800/- + Rs.4600/- Grade Pay	Not Applicable	Not Applicable	Not Applicable
8			**9**	**10**		**11**
Not Applicable			Not Applicable	*Not Applicable*		*Deputation/Absorption*

12

* **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 the parent cadre or Department; or
(ii) with ten years regular service in the grade of Stenographer Grade 'D' in the Pay Band (PB-1) of Rs.5200-20200/- plus 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 56 years as on the closing date of receipt of applications

13	14
The Departmental Promotion Committee consisting of: i) Director (Admin.& Finance), Controller of Certifying Authorities - Chairman ii) Joint Director(Personnel), DeitY - Member iii) Deputy Secretary to the Government of India or equivalent from DeitY/Other Ministry/Department - Member	Not Applicable

* The policy for the grade for which for deputation or absorption has been considered in case of Personal Assistant has been modified with the approval of Secretary, DeitY as follows:

(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 five years of experience on regular basis in the parent cadre or Department; or
(iii) with ten years regular service in the grade in the Pay Band (PB-1) of Rs.5200-20200/- + Rs.2400/- Grade Pay.

1	2	3	4	5	6	7	8	9
(12) Assistant	*2 (2009) *Subject to variation dependent on workload	Equivalent to Group 'B' post in Central Government	PB-2, Rs.9300-34800/- + Rs.4600/- Grade Pay	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable

10	11	12
Not Applicable	By deputation/ absorption	* **Deputation:** Officers of the Central government or State Government or Public Sector Undertaking or Autonomous Bodies : (i) holding analogous post on regular basis in the parent cadre or Department; or (ii) ***with ten years regular service in the grade of Upper Division Clerk or equivalent in the Pay Band (PB-1) of Rs.5200-20200/- + 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 (including short-term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications

13	14
The Departmental Promotion Committee consisting of: i) Director (Admin.&Finance), Controller of Certifying Authorities - Chairman ii) Joint Director(Personnel),Department of information Technology - Member iii) Deputy Secretary to the Government of India or equivalent from Department of Information Technology/other Ministry/Department - Member	Not Applicable

*The policy for the grade for which for deputation or absorption has been considered in case of Assistant has been modified with the approval of Secretary, DeitY as follows:

(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 05 years of experience on regular basis in the parent cadre or Department; or
(iii) with ten years regular service in the grade in the Pay Band (PB-I) of Rs.5200-20200 +Rs.2400 Grade Pay.

1	2	3	4	5	6	7	8	9
13. Stenographer.	*3 (2009) *Subject to variation dependent on workload.	Equivalent to Group 'C' post in Central Government.	PB-1, Rs.5200-20200 + Rs.2400 Grade Pay	Not Applicable.	Not Applicable.	Between 18-27 years. Relaxable for Government servants, Scheduled Caste/ Scheduled Tribe/ Other Backward Classes in accordance with the instructions or orders issued by the Central Government from time to time in this regard.	(i)Matriculation. (ii)possessing speed in shorthand @ 80 w.p.m. and 40 w.p.m. in typewriting. (iii)Knowledge of computer operation such as usage and operations of P.C, word processing, internet and e-mailing. Note : Whoever does not have the working knowledge of Hindi, he or she is required to acquire the same during his or her probation period of two year.	Not Applicable.

10	11	12
Two years for direct recruits.	Deputation/ absorption failing which by direct recruitment.	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 the parent cadre or Department; or (ii) Lower Division Clerks in the Pay Band (PB-1) of Rs.5200-20200 + Rs. 1900 Grade Pay with eight years regular service and possessing speed in shorthand @ 80 w.p.m. and 40 w.p.m. in typewriting. (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 be not exceeding fifty six years as on the closing date of receipt of applications.

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The Departmental Promotion Committee consisting of:- 1. Director (Admin. & Finance), Controller of Certifying Authorities. - Chairman. 2. Joint Director (Personnel)/ Deputy Director (Personnel) from Department of Information Technology - Member. 3. . Under Secretary to the Government of India or Equivalent from Department of Information Technology / other Ministry/ Department. - Member.	Not Applicable.

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R. K. MANCHANDA, Jt. Director

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