

No. 1(88)/2012-CCA
Government of India
Office of Controller of Certifying Authorities
Ministry of Communications & Information Technology
Electronics Niketan, 6, CGO Complex

Lodi Road, New Delhi

Dated: 04.03.2013

OFFICE MEMORANDUM

Subject: **Filling up the posts of Deputy Controller (Investigation), Deputy Controller (Finance & Legal), Assistant Controller (Finance & Legal), Assistant Controller (Investigation) and Assistant Controller (Technology) in the office of Controller of Certifying Authorities initially on deputation.**

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 of the office of CCA, it is proposed to fill up the vacant posts of Deputy Controller (Investigation), Deputy Controller (Finance & Legal), Assistant Controller (Finance & Legal), Assistant Controller (Investigation) and Assistant Controller (Technology) in the office of the Controller of Certifying Authorities, on deputation or transfer (absorption) basis initially for a period of two years from the eligible and interested candidates. The details of the posts, eligibility criteria required etc. may be seen at **Annexure-I to VI**

3. Applications of eligible and interested persons of your Ministry/ Department may be forwarded in the prescribed proforma (Annexure VII) 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 dated 2nd March, 2013.

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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 duties. The integrity of the officer may also be certified alongwith 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.

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

Sl. No	Name of the posts	Number of vacant posts	Pay Band and Grade Pay	Details of eligibility
01	Deputy Controller (Investigation)	01	Rs.37400-67000/- (PB-4) + Grade Pay of Rs.10000/-	Annexure II
02	Deputy Controller (Finance & Legal)	01	Rs.37400-67000/- (PB-4) + Grade Pay of Rs.10000/-	Annexure III
03	Assistant Controller (Finance & Legal)	01	Rs.37400-67000/- (PB-4) + Grade Pay of Rs.8900/-	Annexure IV
04	Assistant Controller (Investigation)	01	Rs.37400-67000/- (PB-4) + Grade Pay of Rs.8900/-	Annexure V
05	Assistant Controller (Technology)	01	Rs.37400-67000/- (PB-4) + Grade Pay of Rs.8900/-	Annexure VI

Details showing the scale of pay, qualification and experience, method of recruitment etc. for the post of Deputy Controller (Investigation) in the office of the Controller of Certifying Authorities

Post	:	DEPUTY CONTROLLER (INVESTIGATION)
Number of Posts	:	One (01)
Scale of Pay	:	Rs.37400-67000/-(PB-4) + Grade Pay of Rs.10000/-
Classification	:	Equivalent to Group 'A' posts in Central Government
Method of Recruitment	:	By deputation or transfer (absorption) {post will be initially filled up on deputation and based on performance could be considered for absorption subsequently}.
Eligibility criteria	:	

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 Qualifications:** 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.

ANNEXURE – III

Details showing the scale of pay, qualification and experience, method of recruitment etc. for the post of Deputy Controller (Finance & Legal) in the office of the Controller of Certifying Authorities

Post	:	DEPUTY CONTROLLER (FINANCE & LEGAL)
Number of Posts	:	One (01)
Scale of Pay	:	PB-4 Rs.37400-67000/- with Grade Pay of Rs.10000/-
Classification	:	Equivalent to Group 'A' posts in Central Government
Method of Recruitment	:	By deputation/transfer (absorption) {post will be initially filled up on deputation and based on performance could be considered for absorption subsequently}..
Eligibility criteria	:	

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 of such persons.

ANNEXURE – IV

Details showing the scale of pay, qualification and experience, method of recruitment etc. for the post of Assistant Controller (Finance & Legal) in the office of the Controller of Certifying Authorities

Post	:	ASSISTANT CONTROLLER (FINANCE & LEGAL)
Number of Posts	:	One (01)
Scale of Pay	:	PB-4 Rs.37400-67000/- with Grade Pay of Rs.8900/-
Classification	:	Equivalent to Group 'A' posts in Central Government
Method of Recruitment	:	By deputation or transfer (absorption) {post will be initially filled up on deputation and based on performance could be considered for absorption subsequently}.
Eligibility criteria	:	

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 Business Administration / Public Administration or Master of Commerce or Post Graduate Diploma in any discipline with Diploma in Financial Management.
(ii) **Desirable Qualifications :** L.L.B. 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.

Annexure - V

Details showing the scale of pay, qualification and experience, method of recruitment etc. for the post of Assistant Controller (Investigation) in the office of the Controller of Certifying Authorities

Post	:	ASSISTANT CONTROLLER (INVESTIGATION)
Number of Posts	:	One (01)
Scale of Pay	:	PB-4 Rs.37400-67000/- with Grade Pay of Rs.8900/-
Classification	:	Equivalent to Group 'A' posts in Central Government
Method of Recruitment	:	By deputation or transfer (absorption) {post will be initially filled up on deputation and based on performance could be considered for absorption subsequently}.
Eligibility criteria	:	

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 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.

Details showing the scale of pay, qualification and experience, method of recruitment etc. for the post of Assistant Controller (Technology) in the office of the Controller of Certifying Authorities

Post	:	ASSISTANT CONTROLLER (Technology)
Number of Posts	:	One (01)
Scale of Pay	:	PB-4 Rs.37400-67000/- with Grade Pay of Rs.8900/-
Classification	:	Equivalent to Group 'A' posts in Central Government
Method of Recruitment	:	By deputation or transfer (absorption) {post will be initially filled up on deputation and based on performance could be considered for absorption subsequently}.
Eligibility criteria	:	

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 Qualifications:** (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 or State Governments.

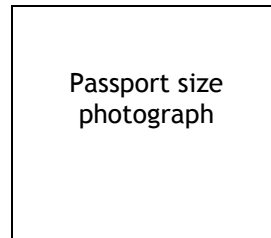
Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other Organization or Department of the Central Government shall ordinarily not exceed five years.

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.

ANNEXURE – VII



APPLICATION FOR THE POST OF _____ 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. Whether educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to those prescribed in the rules, state the authority for the same) :

Qualifications/Experience required	Qualifications/Experience possessed by the officer
Essential:	
Desirable:	

8. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post :

9. 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

9. 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

10. 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

11. Whether belongs to SC/ST/OBC :

12. Any other information :

Place:

Date:

(Signature of the Applicant)

Certificate by Parent Office

The information furnished by the candidate has been verified from records and is found to be correct.

Name:

Designation:

Office:

