

CONTROLLER OF CERTIFYING AUTHORITIES GAZETTED & NON-GAZETTED POSTS RECRUITMENT RULES, 2009

11 3(i)] 19 MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY (Department of Information Technology) NOTIFICATION New Delhi, the 8th September, 2009 G.S.R. 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 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 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.—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 said 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 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 regard. Name of post Controller (Technology) Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees 9 Not applicable Number of post 2 * I (2009) *Subject to variation dependent on Classification Equivalent to SCHEDULE Scale of pay Whether 4 Selection post or non-selection post 5 Not applicable Whether benefit of added years of service, admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972 6 Not applicable Age limit for direct recruits 7 Not applicable Education and other qualifications required for direct recruits 8 Not applicable Group A' post in Rs. 37400- Central Government workload Period of probation if any 10 Not applicable 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 11 By deputation or transfer (absorption.) 67000 with Grade Pay of Rs. 10000 In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made 12 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 Technol , or 2.9 (iv) Ph.D in Science or Engineering with ten years experience in the field of Information Technology; and 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, Electromcs 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 13 The Departmental Promotion Committee consisting of: Circumstances in which Union Public Service Commission is to be consulted in making recruitment 14 Not applicable i) Secretary Department of Information Technology ii) Controller of Certifying Authorities iii) An officer of the level of Additional Secret to the Government of India - Chairman - Member - Member (2) Deputy Controller (Finance and Legal) 9 Not applicable 2 * I (2009) *Subject to variation dependent on workload 10 Not applicable 3 Equivalent to Group A' post in Central Government 11 By deputation/ transfer (absorption) 4 PB-4 Rs.37400- 67000 with Grade Pay of Rs. 10000 5 Not applicable 6 Not applicable 12 7 Not applicable 8 Not applicable 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 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. 13 •The Departmental Promotion Committee consisting of: Note 2: . The maximum age limit for appointment on deputation shall be not exceeding fifty six years as on the closing date of applications. For E.X 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 to such persons. 14 Not applicable i) Secretary Department of Information Technology ii) Controller of Certifying Authorities iii) Additional Secretary, Ministry of Law - Chairman - Member - Member (1st) (Investigation) 2 • 1(2009) *Subject to variation dependent on workload 3 Equivalent to Group 'A' • post in Central Government 4 PB-4 Rs.37400-67000 with Grade Pay of Rs. 10000 Not applicable 6 Not applicable 7 Not applicable 9 Not applicable 10 Not applicable 13 11 By deputation or transfer (absorption) 12 Deputation: Officers of the Central Government or State Governments 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 I: 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. 14 Not applicable o The Departmental Promotion Committee consisting of: - Chairman i) Secretary Department of Information Technology ii) Controller of Certifying Authorities iii) An officer of the level of Additional Secretary to the Government of India - Member Member (4) Assistant Controller Technology 9 Not applicable 2 *Subject to variation dependent on workload 10 Not applicable 3 Equivalent to Group 'A' • post in Central Government 11 By deputation or transfer (absorption) 4 Rs.37400- 67000 with Grade Pay of Rs.8900 Not applicable 6 Not applicable 12 7 Not applicable 8 Not applicable 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—post/grade after recommendation by the duly constituted Selection Committee. Such transfer is effected only in the case of officers from the (Central/State Governments. Note I: 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 Departmental Promotion Committee consisting of: i) Controller of Certifying Authorities/ Additional Secretary, Department of Information Technology ii) Director General (Indian Computer Emergency Response Team) or Equivalent iii) An officer of the level of Joint Secretary to the Government of India or Equivalent from Department of Information Technology/Other Ministries/Department - Chairman - Member - Member 14 Not applicable 6 (5) Assistant Controller (Finance and Legal) 9 2 • I (2009) *Subject to variation dependent on workload 3 Equivalent to (Group 'A' post in Central Government deputation or transfer (absorption) 4 PB-4 Rs.37400- 67000 with Grade Pay of Rs.8900 5 Not applicable 7 Not applicable Not applicable 12 8 Not applicable Not applicable Not applicable Deputation: (i) Officers of the Central Government or State Governments or Public Sector Undertakings - 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 or Master of Commerce or Post Graduate Diploma in any discipline with Diploma in Financial Management. (ii) Desirable Qualification: 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 six years as on the closing date of receipt of applications. exceeding 13 The Departmental Promotion Committee consisting of: 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. 14 Not applicable i) Controller of Certifying Authorities/ Additional Secretary, Department of Information Technology ii) Director General (Indian Computer Emergency Response Team) or Equivalent iii) An officer of the level of Joint Secretary to the Government of India or Equivalent from Department of Information Technology/Other Ministries/Department - Chairman - Member - Member 4 Rs.37400. 67000 with Grade Pay of Rs.8900 5 Not applicable 6 Not applicable Not applicable 8 Not applicable (6) Assistant (Controller (Investigation) 2 *Subject to variation dependent on workload 3 Equivalent to Group 'A' post in Central Government 9 Not applicable 10 Not applicable 11 By deputation or transfer (absorption) 12 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 with two years regular service in the grade rendered after appointment thereto on a regular basis in the Pay Band (PB-4) of Rs with Grade Pay of Rs.8700 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 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. 1 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 a pointment of such sons.v

13 The Departmental Promotion Committee consisting of: i) Controller of Certifying Authorities/ Additional Secretary, Department of Information Technology ii) Director General (Indian Computer Emergency Response Team) Of Equivalent iii) An Officer of the level of Joint Secretary to the Govt. of India Of Equivalent from Department of Information of Technology/Other Ministry/Department 14 Not Applicable Name of the post (7) Director (Finance and Administration) No. of Posts 2 Classification 3 - Chairman - Member - Member Pay band and grade a or a scale 4 Whether Selection post or non- selection post 5 Age limit for direct recruits 6 Please refer at page 22 to 24 Whether and educational Period of probation, Method of recruitment, whether by direct age Education and other qualifications required for direct recruits 7 qualifications prescribed for direct if any recruits will apply in the case of romotes 8 9 recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled b various methods 10 In case of recruitment b romotion or de utation or absor tion, rades from which romotion or de utation or absor tion is to be made 11 If a Departmental Promotion Committee exists, what is its composition 12 Circumstances in which Union Public Sewice Commission is to be consulted in makin recruitment 13 13 Sc lent 1st • Subjec(to variation dependenl on \orkload tn Central (imernn 8 7 ! : pto 40 (servants. Scheduled Scheduled Irlbei ald ('lasses tn accordance the or 01 Issued by (he (•entral (iovctnment Io tittie Ilus regard) Note: determumng the age \nut shall be the clo.sjng date receipt of applications lion) candidates In India (and not closing date prescribed for those tn Assam, Meghalaya, Arunachal Pradesh, Mworam, Manipur. Nagaland. Tripura, Sikkim, Ladhak Division of Jammu and Kashmr State, Lahaul and Spiti District and Pangi Sub-Diviston of Champa District of ilmachai Pradesh, the Union territory of Andaman and Nicobar Islands or the Union temtory of Lakshadwee (i) Bachelor's degree in Engineering or Technology from a recognweci University with atleast 60 percentage marks in aggregate: or (ii) M.Sc. in Physics or Applied Physics or iilccttonics or Applied Electronics or Radio Physics and Electronics or any other related specilisauon and or discipline atleast 60 percentage marks in aggregate: or (iii) MCA with atleast 60 percentage marks in aggregate. Desarable Qualification: Master's Degree in Science or Technology: or Ph D from a recognized university. Experience : Three years for candidates holding Doctorate, five years candidates holding Master's Degree and eight years tor candidates holding Bachelor's Degree •ith experience in the field of Information • I echnology related areas. specifically in sign, development. or policy iormulaun of systems tn one or e ot- the following areas: E-commerce solutions. Security In E -commerce Applications incorporating network security, secure- veh services, client browser interface. 9 Not Applicable. IO One Year for direct recruits. 11 By deputation/ absorption failing which by direct recruitment. to ac uire the same during his or her 12 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 (a) 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.660() 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 Fx-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 ex eriences can also be considered for appointment of such rsons. Knowledge of public key cryptography including authentication through digital signatures. Knowledge of networking and internet technologies including knowledge of International Telecommunication Union (IT U) standards. Note : Whoever does not have the working knowledge of Hindi. he or she is required 3.. 1.3 The Departmental Promotion Committee consisting of:- Not Applicable 2. Controller of Certifying Authorities Deputy Controller (Technology). Scientist 'G' from - Chairman. - Member. Department of In turmation Technology/ other Ministry/

Department. - Member. 15 (9) Sewntlt • B • (2009) *Subject to variation dependent on workload, 8 Equivalent to (Group • A (• Central Government, 4 39100 Rs 5400 (Pay Not applicable 9 Not applicable. 10 Ipto (Scheduled "Etc/ lilbe;)ther (in accordance the Of (;overnment titte to tins Note: The crucial date for determining the age limit shall be the closing date receipt of applications from candidates in India (and not closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul 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 (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 specialisation 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 Not Applicable One Year for direct recruits. 11 By deputation/ absorption failing which by direct recruitment. 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 three years service in the grade rendered after appointment thereto on regular basis in the Pay Band (PB-2) of + Rs. 4600 Grade Pay: or (iii) with eight years regular service in the Pay Band (PB-2) of 34800 + Rs. 4200 Grade Pay. (b) possessing qualifications and experience prescribed for direct recruitment under column 8. Note I: 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 experience can also be considered for appointment of such persons. -the Departmental Promotion Committee consisting of:- 14 Not Applicable 2. Deputy Controller (Technology). Assistant Controller (Technology). . Scientist 'F' • from Chairman. Member. Department of Information Technology/ other Ministry/ Department. - Member. (IO) Joint Secretary Applicable. 2009 j *Subject to dependent on absorption. 3 Equivalent to Group • B • post in (• Central 4 Rs 4800 Pay 5 Not Applicable, 6 Not Applicable. 12 7 Not Applicable 8 Not Applicable, 9 Not Applicable. 1 (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 With six years regular service the grade of Stenographer Grade 'C' or Personal Assistants or equivalent in the Pay Band (143-2) 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 13 The Departmental Promotion Committee consisting of:- 14 Not Applicable Additional Secretary Joint Secretary (Personnel), Department of Information Technology Director (Admin. & Finance) 2. Controller of Certifying Authorities. 3.. Deputy Secretary to the Government of India or equivalent from - Chairman. - Member. Department of Information Technology/ other - Member. 2 1 (11) Personal *6 (2009) *Subject to variation Assistant dependent on workload 8 Not Applicable Deputation: (a) (ii) Grade Pay 3 Equivalent to Group 'B' post in Central Government 4 PB-2, Rs.9300-34800/- + Rs.4600/- Grade Pay 9 Not Applicable 12 5 Not Applicable 6 Not Applicable 10 Not Applicable 7 Not Applicable 11 Deputation/Absorption Officers of the Central government or State Government or Public Sector Undertaking or Autonomous Bodies holding analogous post on regular basis in the parent cadre or Department; or with ten years regular service in the grade of Stenographer Grade 'D' in the Pay Band (PB-I) of Rs.5200-20200/- plus Rs.2400/- (b) Knowledge of computer operation such as usage and operations of P.C., word processing, internet and e-mailing. Note I: Note 2: 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. The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of receipt of applications 13 The Departmental Promotion Committee consisting of: i) Director (Admin.&

Finance), Controller of Certifying Authorities Joint Director(Personnel), Deputy Secretary to the Government of India or equivalent from Deity/Other Ministry/Department •k 14 Not Applicable - Chairman - Member - Member 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: (ii) (iii) holding analogous post on regular basis in Parent Cadre or Department in the Grade Pay of Rs.4600/-; or in the Grade Pay of Rs.4200/- with five years of experience on regular basis in the parent cadre or Department; or with ten years regular service in the grade in the Pay Band (PB-I) of Rs.5200-20200/- + Rs.2400/- Grade Pay. (12) Assistant 10 Not Applicable 2 *2 (2009) *Subject to variation dependent on workload 3 Equivalent to Group 'B' post in Central Government 11 4 PB-2, Rs.9300- 34800/- + Rs.4600/- Grade Pay 5 Not Applicable 6 Not Applicable 7 Not Applicable 12 8 Not Applicable 9 Not Applicable By deputation/ absorption 13 Deputation: Officers of the Central government or State Government or Public Sector Undertaking or Autonomous Bodies . 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-I) of Rs.5200-20200/- + Rs.2400/- Grade Pay. Note I: Note 2: 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. 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 The Departmental Promotion Committee consisting of: i) Director (Admin.&Finance), Controller of Certifying Authorities ii) Joint Director(Personnel), Department of information Technology iii) Deputy Secretary to the Government of India or equivalent from Department of Information Technology/other Ministry/Department •k a lications - Chairman - Member - Member 14 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. 5 Not Applicable

13. Stenographer. 10 Two years for direct recruits. 2 *3 (2009) *Subject to variation dependent on workload. 11 Deputation/ absorption failing which by direct recruitment. 3 Equivalent to Group 'C' post in Central Government. 4 PB-I, Rs.5200- 20200 + Rs.2400 Grade Pay 6 Not Applicable. 12 7 Between 18- 27 years. Relaxable for Government servants, Scheduled Caste/ Scheduled Tribe/ Other Backward Classes accordance with the instructions or orders issued by the Central Government from time to time in this regard. 8 (i) Matriculation. (ii) possessing speed in shorthand (a) 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. 9 Not Applicable. 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-I) 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 I: 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.