

## 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.—(I) 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 (I) 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	& 14 E	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

	workload	Government	Rs.10000
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	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
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
中国 2 李昌	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
	<ul> <li>Security in E -commerce Applications incorporating network security, secure-web services, client browser interface, etc.</li> <li>Knowledge of public key cryptography including authentication through digital signatures</li> <li>Knowledge of networking and internet technologies including knowledge of International Telecommunication Union (ITU) standards</li> </ul>
	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	Not applicable
ii) Controller of Certifying Authorities - Member iii) An officer of the level of Additional - Member Secretary to the Government of India	Not applied by Not applicable Not applicable 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	by deputation/ transfer (absorption)	Deputation: Officers of the Central Government or State Governments or Publi Sector Undertakings –  (A)(i)holding analogous post on regular basis in the parent cadre or Department; of (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 Busines Administration/Public Administration or Master of Commerce or Pos Graduate Diploma in any discipline with Diploma in Financia 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



	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.
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The Departmental Promotion Committee cor	sisting of:	Not applicable		
i) Secretary Department of Information Technology	- Chairman	of a factorious of the first position of the factorious and the factor		
i) Controller of Certifying Authorities ii) Additional Secretary, Ministry of Law	- Member - Member			

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(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
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The Departmental Promotion Committee consisting of:	Not applicable of the personal
i) Secretary - Chairman	Charles and Control of State of the Control of the
Department of Information Technology	esting this as years unon the closing dure of accept of applications.
ii) Controller of Certifying Authorities - Member	dress. The maximum age hinte has appearance on accommod such by not
iii) An officer of the level of Additional Member	
Secretary to the Government of India	

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(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; and  (C) minimum two 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

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	Not applicable				
The Departmental Promotion Committee consisting					
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 Ministry/Department	- Chairman - Member - Member			Annual designation of the control of	



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(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

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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 Publ 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 there on a regular basis in the Pay Band (PB-4) of Rs.37400-67000 with Grade Pa of Rs.8700 or equivalent in the parent cadre or Department; and				
	THE SECOND OF SECOND		(B) (i)Essential Qualifications: Possessing Bachelor's degree in any discipline from recognized University and Chartered Accountancy or Institute of Cost and World				
	assissing on the let- als them or sould		Accountancy or Company Secretary or Master of Business Administration/Publ Administration or Master of Commerce or Post Graduate Diploma in any disciplin				
	abstuce surats		with Diploma in Financial Management.				
	ter gotter in the fer		(ii) Desirable Qualification: L.LB or Post Graduate Diploma in Cyber Laws from recognized University, and				
	Atti Moneral		(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 businesses.				
	paterior.		management, trade, industry, banking or experience in the field of academic in the areas of business management, trade, industry, banking and experience				
			in Legal matters such as e-governance, networking, intellectual propert rights, cyber laws, e-commerce or experience in the field of academics in the areas of e-governance, networking, intellectual property rights, cyber law e-commerce.				
			Transfer: Under the provision, transfer, the officer who will come may be permanently absorbed in the post/grade after recommendation by the dul 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 pos- held immediately preceding this appointment in the same or other Organization of				
			Department of the Central Government shall ordinarily not exceed five years.  Note 2: The maximum age limit for appointment on deputation shall be no 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.
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The Departmental Promotion Committee consisting	ng of:	Not applicable
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i) Controller of Certifying Authorities/		end many the part transmitter are man and the party and principles.
Additional Secretary, Department of		The analysis of the property o
Information Technology	- Chairman	
ii) Director General (Indian Computer		process is the constitutional and the constitution of the constitu
Emergency Response Team) or Equivalent	- Member	WE STALL PROMPTING
iii) An officer of the level of Joint Secretary	- Member	the control of the co
to the Government of India or Equivalent		the or handed of the state of the or engine about a
from Department of Information		Linday though potention in course as private ye
Technology/Other Ministry/Department		

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(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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Not applicable	Not applicable	By deputation or transfer	Deputation: Officers of the Central Government or State Governments or Public Sector Undertakings -
State March 1994	The distance of	(absorption)	(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
		A SHANDER IN NO.	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
SERVICE VALUE		on terrips, burtle in	(B)(i) Essential Qualifications: Possessing Bachelor's degree in any discipline from a recognized University, knowledge of Computers and programmes, networking
itisty) of		ers contequents in	from a recognized University and related Laws.
Applicant it was	ou taking men Kununen paga		(C) (i) possessing experience of thirteen years in Personnel, Administration, Investigation, Vigilance and
SEPHENDER TO A P			(ii) experience of minimum two years in the investigation of cyber crimes.
	Sill Eq.		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.
		Notice of the second se	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.



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13		14 Not Applicable			
The Departmental Promotion Committee consisting of:					
<ul> <li>Controller of Certifying Authorities/ Additional Secretary, Department</li> </ul>					
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				

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Name of the	No. of Posts	Classification	Pay band and grade	Whether Selection pe	ost or non-	Age limit for direct recruits
Post			pay or pay scale	selection post		
1	2	3	4	5		6
(7) Director (Finance and Administration)	-		Please ref	er at page 22 to	24	
Education and other required for direct recruit				ct if any recruitment or by promotion		
7			8	9	10	
In case of recruitment by	promotion or o	deputation or abs	sorption, grades from whic	h promotion or deputat	ion or absor	rption 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	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).
	et siin ka	get epokijas evans i inti jun utiboli ilin				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
	y parts				ecopore ay como	Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Champa District of Himachal Pradesh, the Union
	10 3 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Simple Course to	AND PROPER		30.9 4 (1.2 - 1.5)	territory of Andaman and Nicobar Islands or the Union territory of Lakshadweep).

8	9	10	11
<ul> <li>(i) Bachelor's degree in Engineering or Technology from a recognized U with atleast 60 percentage marks in aggregate; or</li> <li>(ii) M.Sc. in Physics or Applied Physics or Electronics or Applied Electronics and Electronics or any other related specilisation discipline atleast 60 percentage marks in aggregate; or</li> <li>(iii) MCA with atleast 60 percentage marks in aggregate.</li> </ul>	onics or	One Year for direct recruits.	By deputation/ absorption failing which by direct recruitment.
Desirable Qualification: Master's Degree in Science or Technology; or Ph.I recognized university.	) from a		
Experience: Three years for candidates holding Doctorate, five years for candidates holding Master's Degree and eight years for candidates holding Bachelor's with experience in the field of Information Technology related areas, specifically, development, implementation or policy formulation of systems in mye of the following areas:	Degree ically in		
E-commerce solutions.  Security in E -commerce Applications incorporating network security web services, client browser interface.	secure-		

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- 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,-	The Departmental Promotion Committee consisting of:-	Not Applicable
(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	Controller of Certifying     Authorities - Chairman.	
thereto on regular basis in the Pay Band (PB-3) of Rs.15600-39100 + Rs.6600 Grade Pay or equivalent; and	Deputy Controller     (Technology).     - Member.	
(b) possessing qualifications and experience prescribed for direct recruitment under column 8.	Scientist 'G' from     Department of Information	and the second second
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.	Technology/ other Ministry/ Department Member.	Check Mark
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.	The second of th	e destroy and second and and second s
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.	All	ti i raciologi pri istrali kinggo postani aka uma tanas kara

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(9) Scientist 'B'.	3* (2009) *Subject to variation	Equivalent to Group 'A' post in	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
	dependent	Central Government.		a stud		the instructions or orders issued by the Central Government from time to time in this regard).
or Ex-pervicement be arrised forces po	workload,			Select The Select		Note: The crucial date for determining the age limit shall be the closing date for receipt of
				or pe		applications from candidates in India (and not closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram,
	siy precentin	thus applying	pulation in another co entring the same on minericalistic man	cadre cadre substitution	on Washington	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	88.9.300)-3-8(8)	. Assertan	One Year for direct recruits.	By deputation/ absorption failing which by direct recruitment.
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	EMANY CHILL IA		CALLATER	uesti (
atleast 60 percentage marks in aggregate; or			applied Promotes, Condon	nifed. Not Appheable.
Desirable Qualification: Master's Degree in Science or Technology; or Ph.D.				3
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,-	The Departmental Promotion Committee consisting of:-	Not Applicable
(a) (i) holding analogous post on regular basis in the parent cadre or department; or	Deputy Controller     (Technology).     - Chairman	1.
<ul> <li>(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</li> <li>(iii) with eight years regular service in the Pay Band (PB-2) of Rs.9300-</li> </ul>	Assistant Controller     (Technology) Member.	t did nutti istippismi.
34800 + Rs. 4200 Grade Pay.	3. Scientist 'F' from	
(b) possessing qualifications and experience prescribed for direct recruitment under column 8.	Department of Information Technology/ other	
Note 1: Period of deputation including period of deputation in another ex-cadre	Ministry/ Department Member.	na and service of
post held immediately preceding this appointment in the same or other organisation or department of the Central Government shall ordinarily not exceed five years.		The second of th
exceed five years.		The state of the s
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.		The matter colored years of a
exceeding they six years as on the closing date of receipt of applications.		the transfer of the transfer one the
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		Spirit by a design of the time
experiences can also be considered for appointment of such persons.	· Constant	1 With the last to the contract of the contrac

Laute	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,-
	A CARLOTTE	(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.

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The Departmental Promotion Committee con-	sisting of:-	Not Applicable
The Application of the Principles	The State of the S	become securities and an experience of a transfer of the property of the contract of the contr
. Additional .		
Secretary/ Joint Secretary (Personnel),		Transition of the second secon
Department of Information		的是一个。 1. (表現的),與他的時間,這個時期的一個時期的一個學生,在Anter English English
Technology	- Chairman.	the particular food and the particular particular of the particula
2. Director (Admin. & Finance)		
Controller of Certifying		transferred in the section of the contract of the finite section of the section of the section of
Authorities.	- Member.	
3. Deputy Secretary to the		
Government of India or equivalent from		
Department of Information Technology/ of	her Manager	
Ministry/ Department.	- Member.	To provide a sublificación de la como dela como de la como dela como de la como dela como de la com



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(11) Personal	*6 (2009)	Equivalent to Group	PB-2, Rs.9300-	Not	Not Applicable	Not Applicable
Assistant	*Subject to variation	'B' post in Central	34800/- + Rs.4600/-	Applicable		
	dependent on workload	Government	Grade Pay			
	8		9		10	11
Not Applicable			Not Applicable	Not Applical	ble	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	4
The Departmental Promotion Committee consisting of	of:	Not Applicable	
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	8 77		
Ministry/Department	- 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:
- (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) Assistar	*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		(ii) with to	or Autonomous g analogous pe en years regul ay Band (PB-1 Period of dep immediately Department of The maximu	s Bodies: ost on regular bas alar service in the boutation including preceding this ap of the Central Gove m age limit for a	is in the parent of grade of Uppe 00/- + Rs.2400/- period of deputa pointment in the ernment shall on appointment on	cadre or Depart r Division Cler Grade Pay. tion in another e same or othe dinarily not exceed	k or equivalent in ex-cadre post held er Organization or
		13				1	-	
i) Direct of Ce ii) Joint of infe iii) Depu	tor (Admin.&Fina ertifying Authoritie Director(Personrormation Techno ty Secretary to the lia or equivalent	es nel),Department logy ne Government from Department	- Cha	nirman mber		Not App	blicable	
of Inf	ormation Techno try/Department	logy/other						

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.	acquire the same during his or her	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 off-	Director (Admin. & Finance), Controller of Chairman, Certifying Authorities.	Joint Director (Personnel )/ Deputy Director (Personnel) from Department of Information Technology - Member.	. Under Secretary to the Government of India or Equivalent from Department of Information Technology / other Ministry/ Department.

[F. No. 1(5)/2005-Pers.-III] R. K. MANCHANDA, Jt. Director

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