

GOVERNMENT OF INDIA
Ministry of Electronics and Information Technology
Standardisation, Testing & Quality Certification (STQC) Directorate

Standardisation Testing and Quality Certification (STQC) Directorate, an attached office of the Ministry of Electronics & Information Technology (MeitY), Government of India, provides quality assurance services in the area of Electronics and IT through countrywide network of Laboratories and Centres. The services include **Testing, Calibration, IT & e-Governance, Training and Certification** having National / International accreditation and recognitions in the area of testing and calibration. Besides a network of Electronics Regional Test Laboratories (ERTLs) / Electronics Test and Development Centres (ETDCs)/Centre for Reliability (CFR) which are primarily engaged in testing and calibration services, STQC has specialized institutions such as Indian Institute of Quality Management (IIQM) for quality related training programmes and Centre for Reliability (CFR) for reliability related services. STQC supports Ministry of Electronics & Information Technology's initiatives in the key areas like e-Government, e-Industry, e-Innovation / R&D , e-Learning, e-Security, e-Inclusion, Internet Governance through Quality & Security evaluations of IT systems and other projects of national importance

2. STQC Directorate requires the services of suitable officers and staff with excellent service records and work experience from Central/State Government **on deputation basis** initially for a period of two years for the posts of DD, AO, ASO, PA & SSA. Details of the same are given below:-

(I) Deputy Director (DD):-

No. Of Posts : One (01) post (at Delhi) of Central Service Group 'A' -Level-11 in the pay matrix (Rs. 67700-208700) as per 7th CPC (Grade Pay Rs.6600/- pre-revised).

Eligibility: (i) From amongst Officers of the Central Government/State Government holding analogous posts on regular basis in the parent cadre or department; or with five years of regular service in posts in Level – 9 in the pay matrix (Rs. 53100-167800/-) or equivalent
(ii) Officers with six years regular service in the level of Level 8 of 7th CPC)

(II) Administrative Officer (AO):-

No. of Posts: Three (03) posts (Delhi, Mumbai and Thiruvananthapuram) of Central Service Group 'B' (Gazetted) in the pay matrix Level – 9 in the pay matrix (Rs. 53100-167800/-) as per 7th CPC (Grade Pay Rs.5400/- pre-revised).

Eligibility: Officer of the Central Government or State Government-

- (a) (i) Holding analogous post on regular basis in the parent cadre or Department; or
(ii) With two years regular service in the posts in the Level 8 in the pay matrix of Rs.47600-151100; or
(iii) With three years regular service in the post in Level 7 in the pay matrix in Rs. 44900 – 142400; and

(b) Possessing Bachelor's degree from a recognised University.

(III) Assistant Section Officer (ASO):-

No. of Posts: Five (05) posts (Two posts at Delhi and One post each at Thiruvananthapuram, Goa and Hyderabad) of General Central Service Group 'B', Non Gazetted in Level-6 in the pay matrix (Rs. 35,400-1,12,400) as per 7th CPC (Grade Pay Rs.4200/- pre-revised).

Eligibility: Officers of the Central Government or State Government –

- (i) holding analogous post on regular basis; or
- (ii) Senior Secretarial Assistant in level 4 in the pay matrix (Rs. 25,500-81,100) with ten years of regular service in the grade.

Nature of duties and responsibilities: Having experience in Personnel Administration matters relating to Promotion, APARs, MACP, Court matters, FR 56(j), Recruitment, Grievances etc., General Administration matters relating to Accounts/Budget, Functioning as DDO, Procurement through GeM, Civil Works, maintenance of office equipment, Handling of Tenders and Knowledge of computer operation. DD/AO may also have to function the work of DDO, if required.

(IV) Personal Assistant (PA):-

No. of Posts: Four (04) posts (One post each at Delhi, Kolkata, Thiruvananthapuram, Mohali) of Central Service Group 'B' (Non-Gazetted) in Level-6 in the pay matrix (Rs. 35,400 – 1,12,400/-) as per 7th CPC (Grade Pay Rs.4200/- pre-revised).

Eligibility: Officers of the Central Government or State Government -

- (i) Holding analogous post on regular basis in the parent cadre or Department; or
- (ii) Stenographer or equivalent in level-4 in the pay matrix (Rs. 25,500-81,100) with ten years of regular service in the grade or equivalent in the parent cadre or Department.

Nature of duties and responsibilities: taking dictation in shorthand and its transcription in the best manner possible, fixing up of appointments and if necessary cancelling them, screening the telephone calls and the visitors in a tactful manner, keeping an accurate list of engagements, meetings etc. maintaining, in proper order, the papers required to be retained by the Officer and other official as assigned by the administration etc.,

(V) Senior Secretarial Assistant (SSA):-

No. of Posts: Twelve (12) posts (Four posts at Delhi and One post each at Goa, Guwahati, Jaipur, Thiruvananthapuram, Hyderabad, Mohali, Pune and Chennai) of Central Service Group 'C' in Level-4 in the pay matrix (Rs. 25,500 – 81,100/-) as per 7th CPC (Grade Pay Rs.2400/- pre-revised).

Eligibility: From amongst those (i) holding analogous posts in a regular basis in other Ministries or Departments of Government of India or Autonomous Bodies or Public Sector Undertaking; or

- (ii) Junior Secretarial Assistant in Level-2 in the Pay matrix (Rs. 19,900-63,200/-) with eight years of regular service having experience in the field of Personnel or Establishment or Accounts matters.

Nature of duties and responsibilities: having experience in the areas of Personnel or Establishment or Accounts/Budget matters and knowledge of computer operation.

3. **The Terms & Conditions:-**

- a) **Period of Deputation.** Initially for a period of two years and can be extended based on the vacancy position and performance of the official.

Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Government shall ordinarily not exceed 4 years.

- (b) Deputation or re-employment for Armed Forces personnel: 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 experience and qualification prescribed shall also be

considered. Such personal shall be given deputation term up to the date on which they are due for release from the Armed Forces. Thereafter, they may be continued on re-employment.

- (c) The Departmental officers who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.
- (d) The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of applications.
- (e) Applications of Persons who are due for promotion within a period of two years should not be forwarded by their organisations.
- (f) The parent organisations are required to give an undertaking that the applicants will be relieved immediately on their selection.
- (g) The pay of the officers selected will be regularised in accordance with Government of India, Department of Personnel and Training OM No. AB-14017/71/89-Estt(RR) dated 03.10.1989 as amended from time to time.

4. The applications in the prescribed format of willing and eligible persons who can be spared immediately be sent through proper channel in the prescribed proforma (Enclosed herewith as **Annexure-I**) along with copies of up to date APARs for the last five years duly attested by an officer not below the rank of Under Secretary or equivalent so as to reach to Sh. Sanjeev Kumar, Under Secretary, STQC, Directorate, Ministry of Electronics and Information Technology, Electronics Niketan, 6, CGO Complex, New Delhi-110003, within a period of 45 days from the date of publication of this advertisement. In case of difficulty/technical issues while applying, the candidates may write to sanjeev.kumar55@meity.gov.in.

Annexure-I

Application for the post of _____ in STQC Directorate, Ministry of Electronics and Information Technology on deputation basis

1. Name in Block letters :
2. Correspondence Address :
3. Date of Birth (in Christian era) :
4. Date of retirement :
(under Central/State Govt. rules)
5. Educational Qualifications :
6. Details of employment in chronological Order :

Name of office	Name of Post held (Specify whether on regular/ adhoc/ deputation basis)	Period (From - To)	Pay Matrix with Pay Level as per 7 CPC and basic pay of the post held	Nature of duties performed

7. Brief details of experience in support of your suitability for the post
8. Whether belong to SC/ST :
9. Additional information, if any :

Place :
Date :

Signature of the applicant
Name :
Designation :
Mobile/Contact No. :
Email-

TO BE FILLED BY THE EMPLOYER

Certified that :

1. Particulars furnished above by Shri/Smt./Km _____ have been verified from her/his records and found correct
2. No vigilance/disciplinary proceedings are pending or contemplated against Shri/Smt./Km. _____. His/Her integrity is certified.
3. No major or minor penalty was imposed on Shri/Smt./Km. _____ for the last 05 years as per records in the Ministry/Department.
4. Attested copies of Annual Performance Appraisal Report (APAR) for the last five years are enclosed herewith.

Place :
Date :

Signature of the Competent Authority
Name and Designation
Stamp