

संख्या  
No.....2(9)/2022-Pers.I

दिनांक  
Date.....15.10.2022

### OFFICE MEMORANDUM

Subject: **Filling up the vacant posts in the grade of Private Secretary and Assistant in Indian Computer Emergency Response Team (ICERT), a Statutory Body of Ministry of Electronics & Information Technology (MeitY) on Deputation (including short-term contract)/absorption or re-employment basis.**

The undersigned is directed to say that Indian Computer Emergency Response Team (ICERT), a Statutory Body of Ministry of Electronics & Information Technology intends to fill up vacant posts on Deputation (including short-term contract)/absorption or re-employment basis as per detail given below:-

S. No.	Name of posts	No. of Posts	Level in Pay Matrix
1.	Private Secretary	02	Level -7 i.e. Rs. 44900-142400/-
2.	Assistant	01	Level -6 i.e. Rs. 35400-112400/-

The complete details including eligibility conditions as per notified Recruitment Rules of each of these posts are enclosed as **Annexure-I & II** and are also available at [www.meity.gov.in](http://www.meity.gov.in) & [www.cert-in.org.in](http://www.cert-in.org.in)

2. The pay and allowances of the officers selected in any of the posts mentioned above will be governed by the provisions laid down in the Recruitments Rules of these posts published vide Ministry of Electronics and Information Technology, Notification No. 1(5)/2016-Pers.III dated 20<sup>th</sup> November, 2017 (Published in the gazette of India vide GSR 1443(E) on 24<sup>th</sup> November, 2017) as amended from time to time and as per norms prescribed by DoPT/DoE.

3. Application from eligible and interested officers in the prescribed proforma (in duplicate) may be forwarded through proper channel to the Joint Director (Personnel) Ministry of Electronics and Information Technology, Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi-110003 till **13.12.2022** along with photocopies of up-to-date ACRs/APARs for the last 5 years, duly attested (on each page) by an officer of the level of Under Secretary or above. Vigilance clearance Certificate & Integrity Certificate and the cadre Controlling Authority may also kindly certify to the effect that the particulars furnished by the officer have been verified and found correct. Candidate once selected against the post will not be allowed to withdraw his candidature.

4. Applications received after the due date or without ACRs/APARs or otherwise found incomplete or not received through proper channel will not be considered.

5. It is requested that the vacancies may be given wide publicity in all the offices under control.



(P. Victor Albuquerque)  
Joint Director (Pers.)  
Tel: 24364757

To,

1. All Ministries/Departments and its Statutory Bodies and Autonomous Bodies in the Government of India.
2. The Chief Secretaries of all State Governments/UTs.
3. All Public Sector Undertakings.
4. Department of Public Enterprises: For uploading on their web portal.
5. Department of Personnel & Training: For uploading on their web portal.
6. CEOs of all Autonomous Bodies under MeitY.
7. DG(NIC)/DG(STQC)/CEO(UIDAI)/DG(ICERT)/CCA.
8. NIC Cell, MeitY: For uploading on the web portal of MeitY & ICERT.

# BIO-DATA/CURRICULUM VITAE

Post Applied for \_\_\_\_\_

1. Name and Address (in block Letters)	
2. Date of Birth (in Christian era)	
3. (i) Date of entry into service	
(ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/Experience possessed by the officer
<b>Essential</b>	<b>Essential</b>
A) Qualification:	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
5. In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note: Parent Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as mentioned in the Bio- data) with reference to the post applied.	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is in-sufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay scale of the post held on regular basis	Nature of duties (in details) highlighting experience required for the post applied for

\*Important: Level in Pay Matrix granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Level in Pay Matrix of the post held on regular basis to be mentioned. Details of ACP/MACP with present Level in Pay Matrix where such benefits have been drawn by the Candidate may be indicated as below:-

Office/Institution	Pay, Level in Pay Matrix drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or temporary or Quasi-Permanent or Permanent.

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 the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organization

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre / Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.

9.2 Note: Information under column 9(C) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre / organization but still maintaining a lien in his parent cadre / organization



10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column ) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in revised Scale of Pay? If yes, give the date from which the revision took place also indicate the pre-revised scale		
14. Total emoluments per month now drawn		
Level in Pay Matrix	Basic Pay	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Level of Pay Matrix and rate of increment	Dearness Pay / interim relief / other allowance etc. (with break-up details)	
16. A. Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other may provide information with regard to:  (i) Additional academic qualifications (ii) Professional training and (iii) Work experience over and above prescribed in the vacancy circular / Advertisement)		

<p>16.B. Achievements for the post of Scientist 'E' &amp; 'F' :</p> <p>The candidates are requested to indicate information with regard to:</p> <ul style="list-style-type: none"> <li>(i) Research Publication and reports and special projects</li> <li>(ii) Awards / Scholarships / Official Appreciation</li> <li>(iii) Affiliation with the Professional bodies/ Institutions / Societies and</li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research / innovative measure involving official recognition</li> <li>(vi) Any other information.</li> </ul> <p>( Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation / Absorption</p>	
<p>18. Whether belongs to SC/ST/OBC</p>	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having on my selection has been suppressed / withheld.

(Signature of the candidate)

Address \_\_\_\_\_

Date \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail Id \_\_\_\_\_

Countersigned

\_\_\_\_\_  
(Employer / Cadre Controlling Authority with seal)

**Certification by the Employer / Cadre Controlling Authority**

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that:

(i) There is no vigilance or disciplinary case pending / contemplated against Shri./Smt. \_\_\_\_\_

(ii) His/ Her integrity is certified.

(iii) His / Her ACR/APAR Dossier in original is enclosed / photocopies of the ACRs/APARs for the last 5 Years duly attested (on each page) by an officer of the rank Under Secretary of the Govt. of India or above are enclosed.

(iv) No major / minor penalty has been imposed on him / her during the last 10 years Or A list of major / minor penalties imposed on him / her during last 10 years is enclosed (as the case may be).

Countersigned

\_\_\_\_\_  
(Employer / Cadre Controlling Authority with seal)

**Eligibility Conditions for appointment to the post of  
Private Secretary**

Nos. Of vacancies	02 (Two)
Method of Recruitment	Deputation (including short term contract)/ absorption or re-employment.
Scale of Pay	Level-7 in the pay matrix (Rs. 44900-142400/-)
Classification	Equivalent to Group 'B' post in the Central Government.
Eligibility	<p>Officers of the Central Government or State Government or Public Sector Undertakings or Autonomous Bodies -</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or Department; or</p> <p>(ii) Stenographer or Personal Assistant with ten years' service in the grade rendered after appointment thereto on a regular basis in level-4 in the pay matrix (Rs. 25500-81100) or with five years regular service in level-6 in the pay matrix (Rs. 35400-112400).</p> <p>(b) The applicant should have passed stenographic test and should have working knowledge and experience of Computer.</p> <p>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.</p> <p>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.</p> <p><b>For ex-servicemen:</b></p> <p>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 qualifications prescribed shall also be considered and, if selected, such persons shall be given deputation terms upto the date on which they are due for release from the Armed Forces, and thereafter they may be continued on re-employment terms.</p>



**Eligibility Conditions for appointment to the post of Assistant**

Nos. Of vacancies	01 (One)
Method of Recruitment	Deputation (including short term contract)/ absorption or re-employment.
Scale of Pay	Level-6 in the pay matrix (Rs. 35400-112400).
Classification	Equivalent to Group 'B' post in the Central Government.
Eligibility	<p>Officers of the Central Government or State Government or Public Sector Undertakings or Autonomous Bodies -</p> <p>(i) holding analogous post on regular basis in the parent cadre or Department; or</p> <p>(ii) Office Assistant or equivalent with six or ten years regular service in the grade rendered after appointment thereto on a regular basis in level-5 or level-4 in the pay matrix (Rs. 29200-92300) or (Rs. 25500-81100) respectively.</p> <p>Note1: 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.</p> <p>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.</p> <p><b>For ex-servicemen:</b></p> <p>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 qualifications prescribed shall also be considered and, if selected, such persons shall be given deputation terms up to the date on which they are due for release from the Armed Forces, and thereafter they may be continued on re-employment terms.</p>