

**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 Joint Director/Deputy Director/Private Secretary/Asst. Section Officer/Sr. Sectt. Assistant/Hindi Typist. Details of the same are given below:-

**(I) Joint Director (JD):-**

**No. Of Posts** : Two (02) post (\* at Delhi & Bangalore) of Central Service Group 'A' - Level-12 in the pay matrix (Rs. 78800-209200/-) as per 7<sup>th</sup> CPC (Grade Pay Rs.7600/- 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 - 11 in the pay matrix (Rs. 67700-208700/-) or equivalent

*\* posting location can be changed in public interest.*

**(II) 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 7<sup>th</sup> 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 7<sup>th</sup> CPC)

*\* posting location can be changed in public interest.*

**(III) Private Secretary (PS) :-**

**No. Of Posts :** One (01) post (\* at Thiruvananthapuram) of Central Service Group 'B' - Level-7 in the pay matrix (Rs.44900-142400/-) as per 7<sup>th</sup> CPC (Grade Pay Rs.4600/- pre-revised).

**Eligibility:** Officers of the Central Government or State Government –

- (i) holding analogous post on regular basis; or
- (ii) Personal Assistant in Level-6 in Pay Matrix (Rs. 35400-112400) with five years of regular service in the grade or equivalent in the parent cadre or department.

**Nature of duties and responsibilities:** - He/she will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialized. The Personal Assistant will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He will exercise his skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons and other official as assigned by the administration.

*\* posting location can be changed in public interest.*

**(IV) Assistant Section Officer (ASO):-**

**No. of Posts:** Fifteen (15) posts (\* Anywhere in India at STQC Labs/Centres) of General Central Service Group 'B', Non Gazetted in Level-6 in the pay matrix (Rs. 35,400-1,12,400) as per 7<sup>th</sup> 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.

*\* posting location can be changed in public interest.*

**(V) Senior Secretarial Assistant (SSA):-**

**No. of Posts:** Twelve (12) posts (\* Delhi, Kolkata, Thiruvananthapuram, Mumbai, Chennai, Jaipur, Bangalore, Hyderabad, Pune, Guwahati & Agartala) of Central Service Group 'C' in Level-4 in the pay matrix (Rs. 25,500 – 81,100/-) as per 7<sup>th</sup> CPC (Grade Pay Rs.2400/- pre-revised).

- Eligibility:**
- (i) From amongst those 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.

*\* posting location can be changed in public interest.*

**(VI) Hindi Typist :-**

**No. of Posts:** One (01) posts (\* at Hyderabad) of Central Service Group 'C' in Level-2 in the pay matrix (Rs. 19900-63200/-) as per 7<sup>th</sup> CPC (Grade Pay Rs.1900/- pre-revised).

**Eligibility:** (i) From amongst those 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) Multi-Tasking Staff in Level-1 in the Pay matrix (Rs. 18,000 -56,900/-) with three years of regular service and possess qualifications (Matriculation examination from a recognised Board or University; and Typing Speed of 30 words per minute in English or 25 words per minute in Hindi).

**Nature of duties and responsibilities:-** Typing of all matters in connection with Hindi, Maintenance of files on various activities of the Hindi implementation, Submission of routine and simple drafts of Hindi letters, Any other work assigned by the Administrative Officer from time to time, General Assistance to the Hindi Translator/ administration section.

*\* posting location can be changed in public interest.*

**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 personnel 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. Arunava Naharoy, Deputy Director, 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 [arunava@stqc.gov.in](mailto:arunava@stqc.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**