

Adv No. 1/2018-2(9)/2018-PA(TA)

Government of India

Ministry of Electronics and Information Technology  
Standardisation Testing & Quality Certification (STQC) Directorate  
6, CGO Complex, Lodi Road, New Delhi-110003

**VACANCY ON DEPUTATION**

STQC Directorate an attached office of Ministry of Electronics and Information Technology (MeitY) is in the process of filling up of the following posts on deputation basis for a period of two years.

- i) **DEPUTY DIRECTOR** - 02 posts at Delhi in pay matrix Level-11
- ii) **ADMINISTRATIVE OFFICER GRADE-I** - 01 post each at ERTL(W) Mumbai and ERTL(S) Thiruvananthapuram in pay matrix level-09
- iii) **ADMINISTRATIVE OFFICER GRADE-II** - 01 post each at ETDC (Bangalore) and Delhi in pay matrix level-07

Detailed advt. is published in Employment News dated 17.11.2018 and is on the website of STQC : [www.stqc.nic.in](http://www.stqc.nic.in) Contact- K.K. Simon, Deputy Director, Ph- 011-24301365

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

Standardisation, Testing and Quality Certification (STQC) Directorate is an attached office of Ministry of Electronics and Information Technology (MeitY). Ministry of Electronics and Information Technology is a key assurance service providing agency in the area of Quality and Information Technology. With the nationwide Infrastructure, STQC occupies a prime position as far as Testing, Certification and related Quality Assurance services in the areas and programmes. STQC has initiated a number of programmes and schemes aimed at export promotion assuring quality of e-Governance products and establishing Information Security Assurance framework in the country. STQC is also unique in offering Software Testing and Evaluation services and also conducts certified Training Programmes in the area of Software Quality Engineering, Information Security besides Quality Management and Test Engineering through its subordinate offices all over India namely the Electronics Regional Test Laboratories (ERTLs) /Electronics Test and Development Centres (ETDCs)/Centre for Reliability (CFR) etc.

2. STQC Directorate requires the services of suitable officers from Central/State Government on **deputation basis** for appointment to the following **administrative posts**.

- a) **DEPUTY DIRECTOR** : (TWO POSTS) – (02 posts at Delhi) General Central Service, Group ‘A’ (Gazetted Ministerial) in the pay matrix Level 11 as per 7<sup>th</sup> Pay Commission.  
Eligibility : Holding analogous posts on regular basis; or ii) with five years regular service in posts in the pay matrix Level 10 or equivalent in the relevant field or iii) six years regular service in posts in the pay matrix Level-9 in the relevant field.
- b) **ADMINISTRATIVE OFFICER GRADE-I** (TWO POSTS)(01 post at ERTL (W) Mumbai and 01 post at ERTL(S) Thiruvananthapuram. General Central Service, Group ‘A’ (Gazetted Non-Ministerial) in the pay matrix Level-09 as per 7<sup>th</sup> Pay Commission.  
Eligibility : Holding analogous posts on regular basis; or ii) with three years regular service in the posts in the pay matrix Level-7 or equivalent
- c) **ADMINISTRATIVE OFFICER GRADE-II** ( TWO POSTS) (01 post at ETDC (Bangalore) and 01 post at Delhi. General Central Service, Group ‘B’ (Gazetted Ministerial) in the pay matrix Level-07 as per 7<sup>th</sup> Pay Commission.  
Eligibility : Holding analogous posts on regular basis, or ii) with eight years regular service in posts in the pay scale of Level-6 or equivalent.

**Period of Deputation :**

Initially for a period of two years. Period of deputation including period of deputation in another ex-cadre posts held immediately preceding this appointment in the same or other organisation/Department of the central Government shall not ordinarily exceed three years.

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.

The maximum age limit for appointment on deputation (including short term contract) shall not exceed 56 years as on the closing date of receipt of applications.

The Armed Forces personnel due to retire or who are to be transferred to reserve with in a period of one year and having requisite experience and qualifications prescribed shall also be considered. Such persons shall be given deputation term upto the date on which they are due to release from the Armed Forces, thereafter they may be considered on re-employment.

Applications of Persons who are due for promotion within a period of two years should not be forwarded by their organisations.

**Nature of duty :** Candidates selected will be responsible for all Personnel, Administrative and Accounts matters relating to recruitment, promotion, confirmations, welfare of staff, building security, monitoring of budget and inventories, control over the expenditure etc. They may also function as DDO.

**Pay and allowances :** 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 3.10.1989 as amended from time to time.

The applications of willing and eligible persons who can be spared immediately be sent through proper channel in the prescribed proforma as per Annexure-II alongwith copies of upto 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 Shri K.K. Simon, Deputy Director, STQC, Directorate, Ministry of Electronics and Information Technology, Electronics Niketan, 6, CGO Complex, New Delhi-110003, within a period of six weeks from the date of publication of this advertisement.

This advertisement is also at the website for STQC : [www.stqc.nic.in](http://www.stqc.nic.in)

Ref. Advt. No. \_\_\_\_\_

Application for the post of \_\_\_\_\_ in Electronics Regional Test Laboratories and Electronics Test and Development Centres under STQC Directorate, Ministry of Electronics and Information Technology on deputation basis

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

| Name of office | Post held whether on regular/ adhoc/ deputation basis | From To | Pay Matrix and the last basic pay of the post presently held | Nature of duties |
|----------------|---|---------|--|------------------|
|                |   |         |  |                  |

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

Place :  
Date :

Signature of the applicant  
Name :  
Address :  
Phone No. :

**TO BE FILLED BY THE EMPLOYER**

Certified that :

1. Particulars furnished above by Shri/Smt./Km \_\_\_\_\_ have been verified from her/his record 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**