

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, Private Secretary, Assistant Section Officer, Personal Assistant, Staff car Driver Grade-I and Staff Car Driver Grade-II. Details of the same are given below:-

(I) Joint Director (Administration) :-

No. of Posts : Two (02) posts (*one each at Delhi & Bangalore) of Central Service Group 'A' -Level-12 in the pay matrix (Rs. 78800-209200/-) as per 7th CPC (Grade Pay Rs.7600/- pre-revised).

* posting location can be changed in public interest.

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 having experience in Personnel Administration, General Administration and Finance matters and also Knowledge of computer operation.

(II) Administrative Officer (AO) :-

No. of Posts: One (01) post (* at Mumbai) 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).

* posting location can be changed in public interest.

Eligibility: Officers of the Central Government or State Government or Union territories or Public Sector Undertakings or Autonomous organisations -

- (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; or
 - (iv) With eight years regular service in the post in Level 6 in the pay matrix in Rs. 35400 – 112400; and

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

** Posting location can be changed in public interest.*

Having experience in Personnel Administration, General Administration and Finance matters and also Knowledge of computer operation.

(III) Private Secretary (PS) :-

No. of Posts: Three (03) post (one each at Hyderabad, Trivandrum and Pune/Goa) of Central Service Group 'B', Level-7 in the pay matrix (Rs.44900-142400/-) as per 7th CPC (Grade Pay Rs.4600/- pre-revised).

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

Eligibility: Officers of the Central Government or State Government or Union territories or Public Sector Undertakings or Autonomous organisations-

- (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 official 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. He/She 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 have dealings with the boss as professional persons and other official as assigned by the administration.

(IV) Assistant Section Officer (ASO):-

No. of Posts: Fifteen (15) posts (* one each at Delhi, Mumbai, Trivandrum, Kolkata, Ajmer, Goa, Bangalore, Chennai, Hyderabad, Mohali, Solan, Jaipur, Pune, Guwahati and Agartala) 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).

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

Eligibility: Officers of the Central Government or State Government or Union territories or Public Sector Undertakings or Autonomous organisations,-

- (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.

(V) Personal Assistant (PA) :-

No. of Posts: Sixteen (16) posts (* one each at Mumbai, Trivandrum, Kolkata, Ajmer, Goa, Bangalore, Chennai, Hyderabad, Mohali, Solan, Jaipur, Pune, Guwahati, Agartala and two posts at Delhi) 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)

* posting location can be changed in public interest.

Eligibility: Officers of the Central Government or State Government or Union territories or Public Sector Undertakings or Autonomous organisations-

- (i) holding analogous post on regular basis; or
- (ii) Stenographer 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: - He /she will keep the official 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. He /She 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 have dealings with the boss as professional persons and other official as assigned by the administration.

(VI) **Staff Car Driver Grade-I:-**

No. of Posts: One (01) post (at Chennai) of General Central Service Group 'C', Non Gazetted in Level-5 in the pay matrix (Rs. 29,200-92,300) as per 7th CPC (Grade Pay Rs.2800/- pre-revised).

* posting location can be changed in public interest.

Eligibility: Officers of the Central Government or Autonomous Bodies or Public Sector Undertakings, -

- (i) holding analogous post on regular basis; or
 - (ii) Staff Car Driver Grade-II in level-4 in pay matrix (Rs. 25500-81100) with six years of regular service; or
 - (iii) with a combined service of fifteen years as Staff Car Driver Grade II and Staff Car Driver Ordinary Grade,
- and have passed the trade test specified by the Government.

Nature of duties and responsibilities: Non-Ministerial, Driving, managing and maintaining Staff Car, Pick and drop of officials/officers, delivery of packages etc.

(VII) **Staff Car Driver Grade-II:-**

No. of Posts: Four (04) posts (*one post each at Bangalore, Trivandrum, Mumbai and Pune) of General Central Service Group 'C', Non Gazetted in Level-4 in the pay matrix (Rs. 25,500-81,100) as per 7th CPC (Grade Pay Rs.2400/- pre-revised).

* posting location can be changed in public interest.

Eligibility: Officers of the Central Government or Autonomous Bodies or Public Sector Undertakings, -

- (i) holding analogous post on a regular basis in the parent cadre or department; or
- (ii) Staff Car Driver Ordinary Grade in level-2 in the pay matrix (Rs. 19900-63200) with nine years of regular service

and have passed the trade test specified by the Government.

Nature of duties and responsibilities: Non-Ministerial, Driving, managing and maintaining Staff Car, Pick and drop of officials/officers, delivery of packages etc.

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 : 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 maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of applications.

- d) 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-A**) 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 through proper channel 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 30 days from the date of publication of this advertisement. In case of difficulty/technical issues while applying, the candidates may write to pankajkr.singh@meity.gov.in and hq-pers@stqc.gov.in

**Application for deputation basis for a period of two years in STQC
Directorate, Ministry of Electronics and Information Technology**

1. Name in Block letters :
2. Present address (including E-Mail ID, and Mobile):
3. Date of Birth :
4. Date of retirement :
(under Central/State Govt. rules)
5. Educational Qualifications including Year of Passing each qualification as per service records (in chronological manner) :
6. Name of the parent office/organization to which you belong along with full address:
7. Date of initial appointment:
8. Whether Armed force personnel: Yes/No
9. Applying for which Post (Indicate any one post): Joint Director (Administration)/Administrative Officer/Private Secretary/Assistant Section Officer/Personal Assistant/Staff Car Driver Grade-I /Staff Car Driver Grade-II :
10. 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 Organizations (d) Public Sector Undertakings (e) Others (state details)
11. Nature of present employment i.e. Ad-hoc or Temporary or Quasi Permanent or Permanent:
12. In case the present employment is held on deputation /contract basis, please state duration:
13. Total emoluments per month now drawn with details of break up.
14. Additional information, if any, which you would like to mention in support of your suitability for the post. (Among other things, please provide information on (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/advertisement. Enclose a separate sheet, if space is insufficient).
15. Period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of

Central Government (in years, month and days) including date of appointment in deputation post and last date of repatriated to parent organization:

16. Details of employment in chronological order

:

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

17. Brief details of experience in support of your suitability for the post:
18. Whether belong to OBC/SC/ST :
19. Additional information, if any :

I have carefully gone through the vacancy circular/advertisement no. 2(1)/2026-PA 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 and other details 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 a bearing on my selection has been suppressed / withheld.

Place:
Date:

Signature of the applicant
Name:
Designation:
Mobile/Contact :
Email :

TO BE FILLED BY THE EMPLOYER
(to be submitted in Official Letter head)

Certified that:

1. Particulars furnished above by Shri/Smt./Km _____ have been verified from her/his records and found correct.
2. the application is being forwarded for deputation of two years to STQC Directorate for the post of Joint Director (Administration)/ Private Secretary/Assistant Section Officer/Personal Assistant/Staff Car Driver Grade-I /Staff Car Driver Grade-II (strike out whichever post is not applicable).
3. No vigilance/disciplinary proceedings are pending or contemplated against Shri/Smt./Km. _____. His/her integrity is certified.
4. No major _____ or minor penalty was imposed on Shri/Smt./Km. _____ for the last 05 years as per records in the Ministry/Department.
5. Attested copies of Annual Performance Appraisal Report (APAR) for the last five years are enclosed herewith.
6. the period of deputation i.e. 2 years 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 is not exceeding 4 years.
7. the information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/ she possess experience mentioned in the advertisement and fulfills the terms and condition in Para 3 of advertisement. If selected, he/ she will be relieved immediately.

Place:

Date:

Signature of the Competent Authority

Name and Designation:

Mobile/Contact:

Email:

(Stamp)