

Advertisement No. 2(5)/2025-PA(TA)

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 / RSD, 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 with excellent service records and work experience in the field of Personnel Administration and General Administration from Central/State Government on **deputation basis** initially for a period of two years for the posts of Deputy Director. Details of the same are given below: -

(I) Deputy Director (DD)- Personnel Administration (one post):-

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

Roles and responsibilities: With excellent work experience in the field of Personnel Administration in dealing with Court Cases, Recruitment Rules, Grievances, Representations, Disciplinary Action, CCS Conduct Rules, and Establishment. Further the official shall have knowledge of LTC, Leave, Medical, TA, Reservations in promotion/direct recruitment, DPC, Seniority Promotions, Pay fixation, Fee & other allowances, GPF, Advances, Pension matters, etc.

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)

(iii) Officers with nine years' regular service in the posts in Level-7 in the pay matrix [Rs. 44900-142400].

(II) Deputy Director (DD)- General Administration (one post):-

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

Roles and responsibilities: With excellent work experience in the field of General Administration in dealing with Procurements through GeM and other sources, tenders, Processing of Bills through PFMS, store management, hospitality, air ticket bookings, tours programmes of officers, processing of salary, reimbursements, advances, etc.

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)

(iii) Officers with nine years' regular service in the posts in Level-7 in the pay matrix [Rs. 44900-142400].

***Posting location: Delhi (02), which can be changed in public interest.**

Note: - Applicants who had applied against our earlier advertisement need not to apply again. Their applications will be entertained along with the new applications to be received against the present vacancy circular. However, such employees need to send the willingness for anyone of the above said post through email.

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.

b) 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 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.

(e) The departmental officers who are in the direct line of promotion shall not be eligible for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

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

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 30 days from the date of publication of this advertisement. In case of difficulty/technical issues while applying, the candidates may write to aruanava@stqc.gov.in and hq-pers@stqc.gov.in.

Application for the post of Deputy Director (Personnel) or Deputy Director (General Administration) (strike out whichever post is not applicable) in STQC Directorate, Ministry of Electronics and Information Technology on deputation basis for a period of two years

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): Deputy Director (Personnel) or Deputy Director (General Administration)
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 Organization (e) University (d) Government Undertaking (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 (i) 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 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 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

No.: 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 Deputy Director (Personnel) or Deputy Director (General Administration) (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/Sr
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:

Authority Date:

Signature of the Competent

Name and Designation

Mobile/Contact

No.: Email-

Stamp