

भारत सरकार
Government of India
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
Ministry of Electronics & Information Technology
इलेक्ट्रॉनिक्स निकेतन, 6, सी जी ओ कॉम्प्लेक्स, नई दिल्ली-110003
Electronics Niketan, 6, C G O Complex, New Delhi-110003
Website: www.meity.gov.in

संख्या 11(2)/2020-ABCD
No.....

दिनांक 07.01.2020
Date.....

To

Chief Executives of all the Societies under MeitY

DG, NIELIT

Subject : **Filling up of one vacant post of Legal Officer in Level-13 of Pay Matrix Rs. 123100-215900/- in Indian Computer Emergency Response Team (ICERT), A Statutory Body of Ministry of Electronics and Information Technology (MeitY) on deputation (including short-term contract)/absorption or reemployment basis. – reg.**

Sir/Madam,

Please find enclosed herewith a copy of communication No. 2(25)/2018-Pers.I dated 23.12.2019 on the above subject for information and appropriate action.

Registrar

10/1/2020

Encl : As above

AD (Nielit)

Yours faithfully,

Neena Talwar

(Neena Talwar)
Section Officer
Tele : 24301794

महानिदेशक (रा.इ.सू.प्रौ.सं.) का कार्यालय
O/o DG, NIELIT
दैनिकी नं./Dy. No. 15548
आवक तिथि/Dt. IN. 09/01/2020
जावक तिथि/Dt. OUT. 10/01/2020

NIELIT
Registrar's Office
Diary No. 7523
Date In. 10-1-2020
Date Out. 10-1-2020



(9)

No: 2(25)/2018-Pers.I
Government of India
Ministry of Electronics & Information Technology
Electronics Niketan
6, CGO Complex

New Delhi:- 110003
Dated: 23.12.2019

OFFICE MEMORANDUM

Subject: Filling up of one vacant post of Legal Officer in Level-13 of Pay Matrix Rs. 123100-215900/- in Indian Computer Emergency Response Team (ICERT), a Statutory Body of Ministry of Electronics and 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 and Information Technology intends to fill up one vacant post of Legal Officer in Level-13 of Pay Matrix Rs. 123100-215900/- on deputation (including short-term contract)/absorption or re-employment basis. The complete details including eligibility conditions as per notified RRs of the post is enclosed as Annexure-I and is also available at www.meity.gov.in & www.cert-in.org.in

2. The pay and allowances, eligibility and service condition of the officer selected to the post of Legal Officer will be governed by the provisions laid down in the Recruitments Rules of the post published vide Ministry of Electronics and Information Technology, Notification No. 1(5)/2016-Pers.III dated 20th November, 2017 (Published in the gazette of India vide GSR 1443(E) on 20th November, 2017) as amended from time to time and as per norms prescribed by DoPT/DoE.

3. Application from eligible officers in the prescribed proforma (in duplicate) may be forwarded through proper channel to the Deputy Director (Personnel) Ministry of Electronics and Information Technology, Electronics Niketan, 6 CGO Complex, New Delhi within 60 days from the date of publication of the advertisement in the Employment News, 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. 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.


11/1/2020


80 (one)
In circulation in BB's.

Sh. Joseph
11/1/20 

3
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4. Applications received after the due date or without ACRs/APARs or otherwise found incomplete or unsigned or not received through proper channel will not be considered.

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



(P. Victor Albuquerque)
Deputy 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. Department of Public Enterprises: for giving wide publicity amongst PSUs.
4. Department of Personnel & Training: for hosting on their website for wide publicity.
5. DG(NIC)/DG(STQC).
6. DG(ICERT)/CCA/CEO(UIDAI)
- ✓ 7. DD(ABC): for circulating to all autonomous bodies under the control of MeitY.
8. Intra MeitY Notice Board.
9. Webmaster MeitY for hosting on the website of MeitY.
10. Webmaster ICERT for hosting on the website of 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
Essential	Essential
A) Qualification:	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
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: Borrowing 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/Level of the post held on regular basis	Nature of duties (in details) highlighting experience required for the post applied for

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

Office/Institution	Pay, Pay Band, and Grade Pay 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		
Basic Pay in the Pay Matrix	Grade Pay/Level	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 Scale of Pay 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)	
17. Please state whether you are applying for deputation / Absorption / Re-employment Basis # (officers under Central / State Governments/ Semi Governments are only eligible for " Absorption" Candidates of non- Government organizations are eligible only for Short Term Contract)	
# (The option of 'STC' / 'Absorption' / Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" / "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST/OBC	

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 possess 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)

Annexure-I**Eligibility Conditions for appointment to the post of Legal Officer**

Nos. Of vacancies	01 (One)
Method of Recruitment	Deputation (including short term contract)/ absorption or re-employment.
Scale of Pay	Level-13 in the Pay Matrix (Rs.123100-215900).
Classification	Equivalent to Group 'A' 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) with two years regular service in the grade rendered after appointment thereto on a regular basis in the level-12 in the pay matrix (Rs. 78800-209200) or equivalent in the parent cadre or Department; and</p> <p>(b) Essential qualifications and experience:</p> <p>(i) Possessing Bachelor's degree in Law from a recognized University; and</p> <p>(ii) Possessing thirteen years of experience in dealing with matters pertaining to:</p> <p>(a) administration or finance with emphasis on tenders or agreement or cost and accounts; and</p> <p>(b) e-governance, networking intellectual property rights, cyber laws, e-commerce including experience in the field of academics in the areas of e-governance, networking, intellectual property rights, cyber laws, e-commerce.</p> <p>(c) Desirable qualifications:</p> <p>Post Graduate Diploma in Cyber Laws from a recognised University; and</p> <p>Note-1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the</p>

same or other Organization or Department of the Central Government shall ordinarily not exceed five years.

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.

For ex-servicemen:

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.