भारत सरकार
GOVERNMENT OF INDIA
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
MINISTRY OF ELECTRONICS AND INFORMATION TECHNOLOGY
भारतीय कम्प्यूटर आपात प्रतिक्रिया दल (सर्ट-इन)
INDIAN COMPUTER EMERGENCY RESPONSE TEAM (CERT-IN)
Website: www.cert-in.org.in

संख्या 1(16)/2026-CERT-In दिनांक 02.09.2026
No..... Date.....

OFFICE MEMORANDUM

Sub: Filling up the vacant posts of Group 'C' in Indian Computer Emergency Response Team(CERT-In), a Statutory Body of the Ministry of Electronics and Information Technology (MeitY) on Deputation (Including short-term contract)/ Absorption or re-empoyment basis.

Indian Computer Emergency Response Team (also known as CERT-In or ICERT), under the Ministry of Electronics and Information Technology (MeitY), Government of India, was established in 2004. CERT-In has been designated to serve as the National agency to perform various functions in the area of cyber security, as per the Information Technology (IT) Amendment Act 2008. For further information about CERT-In , please visit CERT-In website https://www.cert-in.org.in and www.meity.gov.in.

The undersigned is directed to say that Indian Computer Emergency Response Team(CERT-In), a Statutory Body of the Ministry of Electronics and Information Technology (MeitY) intends to fill up vacant post on Deputation (Including short-term contract) / absorption or re-employment as per details given below: -

Group –'C'

S.No.	Name of Post	No. of Posts	Level in Pay Matrix
1.	Senior secretariat Assistant	01	Level -4 i.e. Rs. 25500/- - 81,100/-

The complete details including eligibility conditions as per notified Recruitment Rules for the above post is enclosed as Annexure – 1 and are also available at www.cert-in.org.in.

2. The pay and allowances of the officers selected in the above post will be governed by the provisions laid down in the Recruitment Rules published vide Ministry of Electronics and Information Technology, Notification No. 01(09)2025-P.III (Published in the Gazette of India vide on 27th July, 2026) as amended from time to time and as per norms prescribed by DoPT/DoE.

3. Applications from eligible and interested officers in the prescribed proforma (in duplicate) may be forwarded through proper channel to Sh Himanshu Ranjan , Scientist E & Head of Office, Indian Computer Emergency Response Team (CERT-In) DMRC Building, 7th Floor, Block-1, Shastri Park, Delhi-110053 within 30 day from the date of publication of this advertisement in the employment news alongwith 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 and the Vigilance clearance Certificate & Integrity Certificate. The applications can be sent through e-mail at personnel-icert@cert-in.org.in followed by a hard copy within the stipulated time. The 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.

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4. Applications received after the due date or without ACRs/APARs or otherwise found incomplete 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 control.

02/09/26.

(Himanshu Ranjan)
Sci. "E"/Head of Office, CERT-In
Tele:22902600 Extn :7106

To,

1. Department of Personnel & Training : For uploading on their web portal.
2. NIC Cell, MeitY: For uploading on the web Portal of MeitY
3. Infra Group, CERT-In: For uploading on the web portal 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)	
Qualification/Experience required as mentioned in the advertisement/vacancy circular	Qualification/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:
6. In case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate	
7. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualification and work experience of the post	
7.1Note: Parent 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	

8. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay scale of the post held on regular basis	Nature of duties(in details) highlighting experience required for the post applied for

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

Office/Institution	Pay, Level in Pay Matrix drawn under ACP/MACP scheme	From	To

9 Nature of Present employment i.e. Ad-hoc or temporary or Quasi-Permanent or Permanent			
10In 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/organisation on to which the applicant belong	d) Name of the post and pay of the post held on substantive capacity in the parent organization

10.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith Cadre Clearance, Vigilance Clearance and integrity certificate

10.2Note: Information under Column 10 (c) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation

11. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details	

12Additional 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 Organisation d) Government Undertaking e) Universities f) Others			
13 Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade			
14. Are you in revised scale of pay? If yes, give the date from which the revision took place also indicate the pre-revised scale			
15.Total emoluments drawn per month			
Level in Pay Matrix	Basic Pay	Total Emoluments	
16. In case the applicant belongs to an Organization which is not following the Central Government Pay –Scales, the salary slip issued by the Organisation showing the following details may be enclosed			
Basic Pay with Level of Pay Matrix and rate of increment	Dearness Pay/Interim relief/other allowance etc. (with break-up details)		
17. 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 qualification (ii) Professional training and (iii) Work experience over and above prescribed in the vacancy circular/ Advertisement)	
18 Please state whether you are applying for deputation/ absorption or re-employment	
19 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 has been suppressed/withheld.

(Signature of the candidate)

Address_____

Date_____

Telephone No._____

Email Id_____

Countersigned

Certificate 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 possesses 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/PARs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary to 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

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(Employer/Cadre Controlling Authority with seal)

Annexure-I

Eligibility Conditions for appointment to the post of Senior Secretariat Assistant in ICERT

No. of Vacancies	01 (One)
Method of Recruitment	Deputation (including short term contract/absorption or re-employment)
Scale of Pay	Level 4 in the pay matrix (Rs. 25500 - 81100).
Classification	Equivalent to Group 'C' Post in the Central Government
	Officers of the Central Government or State Government or Union territory Administrations or public sector undertakings, autonomous body or statutory organisations, – (i) holding analogous post on regular basis in the parent cadre or Department; or (ii) with eight years service rendered after appointment to the post on a regular basis in the level 2 in the pay matrix (Rs. 19900-63200) or equivalent in the parent cadre or Department; and **(b) possessing the following educational qualifications and experience:** Bachelor's degree from a recognised University or institute Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion. Note-2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization or department of the Central Government shall ordinarily not exceed three years. Note 3: 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.
Educational Qualification and experience	Bachelor's degree from a recognised University or institute