

F. No. P-1502/1/2024-Personnel
Government of India
Ministry of Electronics and Information Technology
(Personnel Division)

Electronics Niketan
6 CGO Complex, New Delhi - 110003
Dated: 30.01.2026

OFFICE MEMORANDUM

Subject: Streamlining and Standardizing of the Recruitment Process of entry level S&T posts

This Ministry vide Office Memorandum No. 2(11)/2012-Pers.I(Vol.II) dated 10.10.2012 (as amended from time to time) and Office Memorandum No. 2(1)/2016-Pers.I dated 10.2.2021 had prescribed a Standard Operating Procedure for streamlining and standardising the recruitment process to fill up various S&T vacancies on direct recruitment basis. The matter has been reviewed and it has been decided, in supersession of existing instructions on the subject, to lay down the following modalities for conducting direct recruitment to various entry level S&T posts.

2. **Participating Organisations:** The following organisations would be covered under this SOP:

- (a) MeitY Secretariat
- (b) Standardization Testing and Quality Certification (STQC) Directorate
- (c) Indian Computer Emergency Response Team (ICERT)
- (d) O/o Controller of Certifying Authorities (CCA)

3. **Posts covered and recruitment process:** The following S&T posts would be covered under this SOP and the recruitment process would be as indicated hereunder:

Sl. No.	Post	Level in the Pay Matrix	Recruitment process
1	Scientist F	Level 13A	Academic evaluation and Personal Interview (Annexure-I)
2	Scientist E	Level 13	
3	Scientist D	Level 12	Screening Test, Academic evaluation and Personal Interview (Annexure-II)
4	Scientist C	Level 11	
5	Scientist B	Level 10	Valid Gate Score and Personal Interview (Annexure-III)

4. **Eligibility criteria:** The eligibility criteria (educational qualification and experience in the relevant fields) to be fulfilled by the candidates for applying to the above-mentioned posts in Direct Recruitment (DR) mode would be governed by the relevant Recruitment Rules of the organisation for each post.

5. A Common Entrance Examination/Recruitment process, can be held for MeitY and its organisations. However, in case of exigencies separate examinations/recruitment process can be held depending on the needs of the individual organisations.

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6. The participating organisations are however advised to do a timely assessment of their vacancies for issue of a common advertisement.
7. The above decisions shall come into force with immediate effect.
8. This issues with the approval of Hon'ble MEIT.


30/1/26
(Shobhendra Bahadur)
Director (Pers.)

To

1. DG(STQC)
2. DG(ICERT)
3. CCA

Copy to:

1. AS(Pers)/AS(AS)
2. All GCs
3. PS to ME&IT/PS to MOS(E&IT)
4. OSD to Secretary/PPS to Secretary
5. Dir(P.III/ABC)/DS(Pers.)/DS(Finance)/DS(Vigilance)/DS(GA)/DS(RTI/PG)
6. US(GC)/US(O&M)/SO(P.I)/SO(P.II)/SO(P.III)/SO(GC)
7. MeitY E-Office Notice Board/ MeitY Website

Copy for information to: DG(NIC)

RECRUITMENT PROCESS FOR THE POSTS OF SCIENTIST E AND SCIENTIST F

1. The Direct recruitment to the post of Scientist E and Scientist F would be done through a two-stage process i.e Evaluation of the academic records followed by personal interaction/interview.
2. The applications received from candidates fulfilling eligibility conditions given in the Recruitment Rules (RRs), would be evaluated by an Evaluation Committee and marks would be awarded for various parameters like academic achievements, experience, publications, etc. The details of various parameters and weightage of marks are as indicated at **Appendix-A**.
4. The composition of the Evaluation Committee is as indicated at **Appendix-A**. The specific nominations of the Chairperson/Members of the Committee would be made with the prior approval of Secretary, MeitY. Separate Committees could be constituted for each post based on the volume of applications received.
5. A merit list of shortlisted eligible candidates would be drawn based on the marks obtained out of 70 marks (excluding 30 marks for interview) and candidates in the ratio of 1:3, in each category (UR/EWS/SC/ST/OBC/PwBD), would be called for personal interaction/interview with an aggregate minimum of 10 candidates. For reserved vacancies, distinct/ additional candidates will be short-listed in the ratio of 1:3, without regard to the reserved candidates if any, short-listed under UR category.
6. Only those candidates securing minimum qualifying marks of **50%** (for Unreserved category) and **40%** (for EWS/OBC/SC/ST/PwBD category) in the Personal Interview will be considered for preparation of the final merit list. Candidates who do not qualify the interview will not be considered for final selection irrespective of their score in the academic evaluation.
7. Final Merit List would be prepared based on the marks obtained out of a maximum of 100 marks, i.e. marks obtained in the Evaluation process (max 70 marks) and in the Interview (max 30 marks) would be added to arrive at the final score.

APPENDIX-A

NORMS FOR EVALUATION OF ACADEMIC RECORDS (IN R/O MEITY/ICERT/CCA)

Sl. No.	Parameters	Criteria	Sci-C	Sci-D	Sci-E	Sci-F
1	Academic achievements	Institute type	IITs, IISc, NIT & Institutes with NIRF top 20 ranking as on the closing date of applications: 4 marks Else: NIL			
		Academic performance	0.15 mark for each percent in the degree of Essential Qualification: Max 15 marks			
		Rank	If any awarded to the candidates by the University (1 to 3): 6 marks Else: NIL			
		Max marks	25	25	25	25
2	Post essential qualification experience in relevant field (<i>as given in the RRs - to be specified in the recruitment advertisement</i>) at an appropriate level (<i>as per Appendix-B</i>)	Experience required as per RRs	4 yrs	8 yrs	12 yrs	18 yrs
		Marks	20	20	20	20
		Additional experience acquired	2 yrs	2 yrs	4 yrs	4 yrs
		Marks	10	10	10	10
		Max marks	30	30	30	30
3	Journal Publications in relevant field (<i>to be specified by respective organization in the recruitment advertisement</i>)	Mark per paper (International/ National)	2 marks for publication in International Journal and 1 mark for publication in National Journal indexed in any of the following: Web of Science [SCI(Science Citation Index), SSCI (Social Sciences Citation Index), SCI-Expanded (Science Citation Index Expanded)] OR SCOPUS			
		Max marks	10	10	10	10
4	Conference Publications in relevant field (<i>to be specified by respective organization in the recruitment advertisement</i>)	Mark per paper	1 mark for each Paper presented and published in SCOPUS/ IEEE/ Springer indexed Conference proceedings			
		Max marks	5	5	5	5
5	Interview/ Personal Interaction	(<i>Cut-off 50% for Unreserved category and 40% for Reserved category</i>)	30	30	30	30
	TOTAL		100	100	100	100

Composition of Evaluation Committee:

Sl. No.	Composition	Nominee of the organisation concerned
1	Chairperson	Scientist G
2	Member	Scientist E/F
3	Member	Non-S&T Officer (Level 12/11/10)

**NORMS FOR EVALUATION OF PROFESSIONAL CERTIFICATION AND
EXPERIENCE (IN R/O STQC DTE.)**

Sl. No.	Parameters	Criteria	Sci-C	Sci-D	Sci-E	Sci-F
1	Professional achievements	Testing and Audit Certification course in the field of Electronics & IT including Lab Process Certification i.e. ISO/IEC 17025, 17045	Issued by Central Govt or its bodies or QCI Accredited: 10 marks (2 marks for each course) Else: NIL			
		Certification in Emerging Areas (Mobile, Artificial Intelligence, Blockchain, performance, Cybersecurity)	Successful completion from Govt or its bodies or QCI Accredited: 10 marks (2 marks for each certification)			
			Successful participation from Govt or its bodies: 2 marks			
			Other: NIL			
		CISO and related training	If any awarded to the candidate by the Govt or its bodies or QCI Accredited: 10 marks			
			Else: NIL			
		Max marks	30	30	30	30
2	Post essential qualification experience in relevant field (<i>as given in the RRs - to be specified in the recruitment advertisement</i>) at an appropriate level (<i>as per Appendix-B</i>)	Experience required as per RRs	4 yrs	8 yrs	12 yrs	18 yrs
		Marks	20	20	20	20
		Additional experience acquired	2 yrs	2 yrs	4 yrs	4 yrs
		Marks	10	10	10	10
		Max marks	30	30	30	30
3	Journal Publications in relevant field (<i>to be specified by respective organization in the recruitment advertisement</i>)	Mark per paper (International/ National)	1 mark for publication in International Journal and 0.5 mark for publication in National Journal indexed in any of the following: Web of Science [SCI(Science Citation Index), SSCI (Social Sciences Citation Index), SCI-Expanded (Science Citation Index Expanded)] OR SCOPUS			
		Max marks	5	5	5	5
4	Conference Publications in relevant field (<i>to be specified by respective organization in the recruitment advertisement</i>)	Mark per paper	1 mark for each Paper presented and published in SCOPUS/ IEEE/ Springer indexed Conference proceedings			
		Max marks	5	5	5	5
5	Interview/ Personal Interaction	(Cut-off 50% for Unreserved category and 40% for Reserved category)	30	30	30	30
	TOTAL		100	100	100	100

GENERAL INSTRUCTIONS

1. A candidate who fulfils the eligibility criteria with multiple educational qualifications (e.g. a candidate with B.E/B.Tech and M.E./M.Tech.), would have the option to offer marks of any one eligible qualification for the purpose of awarding marks under the category of academic achievements.
2. The required experience will be counted only after the date on which the essential qualification has been acquired. For all posts, candidates should have attained the current experience level at least one level below the post applied for before the closing date of the advertisement. Candidates working on same pay level can apply. Any previous experience below the Pay Level-10 as per 7th CPC or equivalent will not be considered. For details regarding appropriate level or Pay equivalence, refer '*Pay Equivalence Matrix*' given in **Appendix-B**.
3. Candidates who have worked or are currently working in Private Sector must submit proof of pay drawn/Cost to Company (CTC)/ CTC revision document and Form 16A during the period claimed as experience for the post. While determining the suitable level of experience, Form 16A will be the only sole criteria.
4. The period of experience rendered by a candidate on part time basis, daily wages, trainee, internship, apprenticeship, casual, per-diem employment, guest or visiting faculty, etc., will not be counted while calculating the valid experience for eligibility of candidates for interview.
5. Required experience in reverse chronological order would be considered for evaluation.
6. Candidate would be required to indicate the experience gained in the relevant field, in about 250 words.
7. Candidates would also be required to submit a Statement of Purpose (SOP) (max 100 words) along with the application form.
8. Educational Qualification Certificates along with Experience Certificates would be required to be submitted/uploaded along with the application form.
9. Candidates would be required to provide CGPA to percentage formula of the University.
10. The decision of the Evaluation Committee taken for resolving any issue during the evaluation of the applications would be final.

PAY EQUIVALENCE MATRIX

Organisation Type	Current/Latest Level of Experience needed (on the closing date of advertisement)	Pay equivalence Level for previous experience			
		Experience w.e.f. 01 Jan 2025 onwards	Experience between 01 Jan 2016 and 31 Dec 2024	Experience between 01 Jan 2011 and 31 Dec 2015	Experience between 01-Jan2001 and 31 Dec 2010
Central / State Government	One Level below the post applied for (as per 7th CPC or equivalent)	Pay Level 10 (7th CPC) for (CGE) or equivalent for (SGE)		Rs. 15600 +GP 5400 (6th CPC) for (CGE) or equivalent for (SGE)	Rs. 8000-13,500 pay scale (5th CPC) for (CGE) or equivalent for (SGE)
Central / State Govt. PSUs	Applicable IDA scale equivalent to Pay Level (7th CPC) one Level below mentioned above	Applicable IDA scale equivalent to Pay Level-10 (7th CPC)		Applicable IDA scale equivalent to Rs. 15600 +GP 5400 as per 6th CPC	Applicable IDA scale equivalent to Rs. 8000-13,500 pay scale as per 5th CPC
OTHERS (Public Limited/ Private Sector/ Banks/ Autonomous Body /Others) Minimum Gross Salary p.a. as per Form 16A	Sci-C: Rs. 12.0 lakh	Rs.12.0 lakh	Rs. 9.0 lakh	Rs. 6.0 lakh	Rs. 4.0 lakh
	Sci-D: Rs. 15.0 lakh				
	Sci-E: Rs. 18.0 lakh				
	Sci-F: Rs. 24.0 lakh				

Supporting Documents required for verification of Length/Level of Experience

Organisation Type	Supporting Documents for verification of Length/Level of Experience
Central /State Government	<p>Previous experience Proof for Class I / Group A Gazetted Officer or equivalent / Pay Equivalence to Pay Level-10 as per 7th CPC, as well as proof of date of acquiring Pay Scale equivalent to Pay Level-10 as per 7 CPC (Appointment Letter/Promotion Letter wherever applicable)</p> <p>Current Pay Level Proof for Pay Equivalence as well as proof of date of acquiring the Pay Level or equivalent (Appointment Letter/ Promotion Letter wherever applicable)</p>
Central / State Govt. PSUs	<p>Previous experience Proof for applicable Pay scale equivalence to Pay Level-10 as per 7th CPC or IDA scale, as well as proof of date of acquiring Pay Scale equivalent to Pay Level-10 as per 7 CPC/ applicable IDA scale (Appointment Letter/Promotion Letters wherever applicable)</p> <p>Current Pay Level/Scale Proof for Pay scale equivalence to Pay Level as per 7th CPC or IDA scale, as well as proof of date of acquiring the relevant Pay Scale as per 7 CPC/ applicable IDA scale (Appointment Letter/Promotion Letters wherever applicable)</p>
OTHERS (Public Limited/ Private Sector/ Banks/ Autonomous Body /Others)	Proof of date of acquiring prescribed Salary levels (Appointment Letter/Promotion Letter /Salary slips wherever applicable and Form-16A)
All	<p>Experience Certificate from Admin/HR/Registrar/Cadre Controlling Authority for length of experience</p> <p>Proof for current/latest employment status/ salary proof for last pay drawn</p>

RECRUITMENT PROCESS FOR THE POSTS OF SCIENTIST C AND SCIENTIST D

1. The Direct recruitment to the posts of Scientist C and Scientist D would be done through a three-stage process i.e Screening Test; Evaluation of the academic records followed by personal interaction/interview.
2. The Screening Test would be of qualifying nature and would comprise Multiple Choice Questions (MCQ) on Reasoning, Basic Mathematics, English, Aptitude, Attitude and Leadership Quality.
3. The Screening Test would consist of Multiple-Choice Questions to be answered in a maximum time of three (3) hours.
4. Candidates qualifying the Screening Test with minimum **60%** marks would only be considered eligible to fill up the main application form for the posts of Scientist C and Scientist D subject to meeting eligibility criteria as per RRs. In case sufficient number of candidates in EWS, OBC, SC, ST and PwBD categories are not available with minimum 60% marks in the Screening Test, then qualifying marks could be relaxed to **50%** for EWS/OBC/SC/ST/PwBD categories.
5. The list of candidates qualifying the Screening Test would, however, be restricted by applying a ratio of **1:6** (i.e. six candidates for each post) in the order of merit, in each category (UR/EWS/SC/ST/OBC/PwBD) to qualify the first stage. For reserved vacancies, distinct/additional candidates will be short-listed in the ratio of **1:6** (maximum), without regard to the reserved candidates if any, short-listed under UR category.
6. The applications qualifying the first stage and fulfilling eligibility conditions given in the Recruitment Rules (RRs), would be evaluated by an Evaluation Committee and marks would be awarded for various parameters like academic achievements, experience, publications, etc. The details of various parameters and weightage of marks are as indicated at **Appendix-A to Annexure-I**.
7. The composition of the Evaluation Committee is as indicated at **Appendix-A to Annexure-I**. The specific nominations of the Chairperson/Members of the Committee would be made with the prior approval of Secretary, MeitY. Separate Committees could be constituted for each post based on the volume of applications received.
8. A merit list of shortlisted candidates would be drawn based on the marks obtained out of **70 marks** (excluding 30 marks for interview) and candidates in the ratio of **1:3**, in each category (UR/EWS/SC/ST/OBC/PwBD), would be called for personal interaction/interview with an aggregate minimum of 10 candidates. For reserved vacancies, distinct/ additional candidates will be short-listed in the ratio of 1:3 (maximum), without regard to the reserved candidates if any, short-listed under UR category.
9. Only those candidates securing minimum qualifying marks of **50%** (for Unreserved category) and **40%** (for EWS/OBC/SC/ST/PwBD category) in the Personal Interview will be considered for preparation of the final merit list. Candidates who do not

qualify the interview will not be considered for final selection irrespective of their score in the academic evaluation.

10. Final Merit List would be prepared based on the marks obtained out of a maximum of **100 marks**, i.e. marks obtained in the Evaluation process (max 70 marks) and in the Interview (max 30 marks) would be added to arrive at the final score.

RECRUITMENT PROCESS FOR THE POSTS OF SCIENTIST B

1. The Direct recruitment to the posts of Scientist B would be done through a two-stage process i.e. Valid GATE score followed by personal interaction/interview.
2. Candidates are required to possess a valid GATE score in the relevant discipline for which GATE is conducted.
3. The relevant disciplines in which the valid GATE score along with the relevant essential qualifications required as per RRs, would be specified by the participating organisations.
4. The qualification prescribed is the MINIMUM requirement and the same does not automatically make candidates eligible for Interview. Eligible candidates will be shortlisted for personal interview on the basis of GATE score in the **ratio of 1:5** subject to their availability in order of discipline-wise and category-wise merit list.
5. The candidates will be assessed in the interview based on the following attributes (totalling to **50 marks**), viz.:
 - (a) Technical (Academic) knowledge [**30 marks**],
 - (b) Presentation/Communication Skill/ Comprehension [**15 marks**];
 - (c) Academic performance (0.05 mark for each percent in the degree of Essential Qualification) [**5 marks**].
6. Only those candidates securing minimum qualifying marks of **50%** (for Unreserved category) and **40%** (for EWS/OBC/SC/ST/PwBD category) in the Personal Interview will be considered for preparation of the final merit list. Candidates who do not qualify the interview will not be considered for final selection irrespective of their GATE score.
7. The final selection of the candidates will be purely on the basis of category wise merit of aggregate of **60%** weightage of GATE score and **40%** weightage of marks in Personal Interview.
