

Employment Notice No. 2(3)/I/STPI-HQ/2026-2027

Software Technology Parks of India (STPI) is a premier S&T organization under Ministry of Electronics and Information Technology (MeitY) engaged in promoting IT/ITES Industry, innovation, R&D, start-ups, product/IP creation in the field of emerging technologies like IoT, Blockchain, Artificial Intelligence (AI), Machine Learning (ML), Computer Vision, Robotics, Robotics Process Automation (RPA), Augmented & Virtual Reality, Animation & Visual effect, Data Science & Analytics for various domains like Gaming, FinTech, Agritech, MedTech, Autonomous Connected Electric & Shared(ACES) Mobility, ESDM, Cyber Security, Industry 4.0, Drone, Efficiency Augmentation, etc. STPI is providing Statutory Services to the exporters under STP/EHTP scheme and extending infrastructural facilities including High Speed Internet and IPLC links. STPI at present has 73 centers at different locations in the country.

Applications are invited from the eligible candidates for filling Group A' Non-S&T vacancy given below. The vacancy is proposed to be filled-up by Deputation/ Absorption/Direct Recruitment. Appointments made on Absorption/ Direct Recruitment basis shall be on probation for a period of two years from the date of joining the post.

Post Code	:	A-8	
Name of the post	:	Chief Administrative Officer-cum-Registrar (A-VIII)	
Pay Level	:	Level 13 (Rs. 123100-215900)	
Mode of recruitment*	:	Deputation/ Absorption/Direct Recruitment	
Age Limit (Max.)	:	For appointment on Absorption/ Deputation basis	56 years
		For appointment on Direct Recruitment basis	50 years (Relaxation as per Govt. norms)
No. of post	:	01 (UR)	

***Note:** "If the officers in feeder cadre get selected for the post of CAO only then it would be a promotion".

Essential Qualifications and Experience:

For Direct Recruit:

MBA/ Post Graduate in any discipline OR Graduate in any discipline with PG Diploma in management with 15 years of experience in a responsible position in the field of Personnel Management and Labour Laws. He/ She should also have experience of organizing senior level meetings and should be familiar with Government functioning, exposure to working of Societies, preparation of Budget and related matters.

For Promotion/ Absorption/ Deputation:

In case of Promotion/ Absorption/ Deputation, officers of the Central / State Govt. / PSUs / Autonomous Bodies:

i) Holding analogous post on regular basis.

OR

Having Five (05) years' regular service in Level 12 [Rs. 78800-209200] and having experience in Administration/ Personnel/ Vigilance.

AND

ii) Possessing qualifications as prescribed for Direct Recruitment.

How to apply:

Candidates meeting the above eligibility requirements may apply online at website www.stpi.in. **No other mode of application shall be accepted.** Candidate may kindly ensure to fill online application properly and should complete all essential steps of online application. **Only completed filled online application shall be considered for further process of recruitment.**

Persons working in Central/ State Government/PSUs/Autonomous organizations may submit a copy of **NOC issued from their organization** at the time of applying online.

Application Fee: An application fee of **₹1000/- (Rupees One Thousand Only)** per application shall be payable by the candidate(s). The mode and process of payment shall be specified in the online application portal. No fee is required to be paid by female candidates and candidates belonging to SC/ST/PH category. Application Fee once received by STPI will not be returned under any circumstances.

Selection process: - Selection for the above post shall be on Personal Interview basis. Only the completed online applications by the last date of receipt of online application shall be considered for screening and only screened-in candidates shall be called for Personal Interview. Experience shall be considered only on post qualification basis. Candidate recommended by the Selection Committee shall be offered an appointment.

Last Date of receipt of online applications: Details for the same are as below: -

Dates for submission of online applications	01.08.2026 to 14.09.2026
Last date and time for receipt of online applications	14.09.2026 (23:00 hours)
Schedule of Personal Interview (Tentative)	October – November 2026
Helpline Number to be called in case of any difficulty in filling up the Application Form	011 – 24628081

General Terms & Conditions:

1. Candidates working in Central/ State Government/ PSUs/ Autonomous organizations may submit a copy of NOC issued from their organization at the time of applying online or till the last date of receipt of application.
2. Immediate Absorption rule shall be applicable as per Govt. extant rules.
3. Appointment made on Absorption basis from lower post/ Direct Recruitment basis shall be on probation period of two years which is likely to be regularized/ extended/ terminated depending upon the performance of the candidate during probation period.
4. Candidates who have applied on Absorption/ Deputation basis are requested to provide the necessary documents along with document certifying the date of appointment in the present grade/ lower grade.
5. With a view to having uniformity in screening of the applications, an equivalency of CDA Pay Scale vis-a'-vis IDA Pay Scale is applicable in this organization is enclosed at Annexure-'A'.
6. The period of Deputation initially shall be for a period of 03 years.
7. The candidates evaluated on the basis of CGPA or else method shall have to provide in writing exact Division from concerned University.
8. Age shall be reckoned as on last date of receipt of online application (i.e., 14.09.2026). The upper age limit in respect of candidates working in Govt./STPI on regular basis or candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes and persons with disabilities shall be relaxable as per prevailing instructions. Relaxation in the upper age limit shall also be provided to the contract employees engaged by STPI on consolidated monthly remuneration equivalent to the period of their continuous service performed in STPI, which shall not exceed five years.
9. The eligibility of the candidates in terms of educational qualifications, experience, age etc. will be determined on the information furnished by the candidate on the closing date for receipt of online applications. No adding information shall be entertained after the closing date of receipt of online applications. Incomplete online applications will not be entertained.
10. The number of posts may vary. STPI reserves the right not to fill up any of posts, if it so decides. STPI reserves the right to operate the post(s) of higher grade in the lower grade and to offer the appointment to the candidate in lower grade, in case the Selection Committee recommends. However, candidates may bargain for additional increment for pay fixation/ Pay protection.
11. Management reserves the right to fix the criteria for short listing the candidates to be called for interview.
12. In case any candidate found ineligible on any grounds even after his appointment, his service will be terminated immediately without assigning any reason thereof. Candidates are warned that they should not furnish any false/misleading information/document or submit any document which is defective or fabricated or otherwise commit any act of misconduct in submitting the application form or during the course of recruitment. In case any such case is detected by STPI at any stage, during or after recruitment OR in case any candidate found ineligible on any ground, appropriate action shall be taken against the candidate. Any litigation will be subject to the jurisdiction of Delhi courts.
13. No correspondence will be entertained from the candidates in connection with the process of selection/ test/ interview/ appointment. Canvassing in any form or bringing other influence shall make the candidature liable for rejection.
14. Candidates seeking reservation against the reserved category posts shall upload their caste/category certificate in the prescribed FORMAT applicable for the Central Govt. Organization.
15. Mere fulfillment of qualifications and experience requirements does not entitle candidates to be called for interview.
16. Selected candidates shall be liable for posted at any center of STPI.

**-sd-
(CAO-cum-Registrar)
STPI**

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For considering the eligibility of the candidates of dissimilar Organizations for filling up post on Absorption/ Deputation basis in STPI, STPI shall consider following pattern for CDA viz-a-viz Public Sector Enterprise/ PSU Banks pay scales for equivalency:

CDA Pay Level of posts in STPI	Equivalent Grade in IDA scale of substantive posts in PSU	Equivalent Grade/Pay Scale of substantive posts in Public Sector Banks
Level-13 (123100-215900)	100000-260000	104240-116120
Level-12 (78800-209200)	90000-240000	89890-100350