

No. 20-02/2014-SEA-II
Government of India
Ministry of Communications & Information Technology
Department of Telecommunications

521, Sanchar Bhawan,
20, Ashoka Road, New Delhi - 110001

Dated: 25 January, 2017.

OFFICE-MEMORANDUM

Subject:- Filling up of posts of Assistant Accounts Officer (AAO), Group 'B' Gazetted in the Department of Telecommunications, on deputation basis, from other Departments/Offices- regarding.

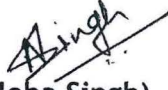
The Department of Telecommunications proposes to fill up the vacant posts of Assistant Accounts Officers in DoT(Hq), New Delhi from amongst the officials/officers working in various Ministries/Departments of the Government of India/Government of NCT of Delhi/Central PSUs/BSNL/MTNL on deputation basis.

- (iv) The Eligibility conditions for selection to the post of AAO are given at Annexure -I.
- (v) Brief description of the duties attached to the post is given in Annexure - II.
- (vi) Prescribed application Pro-forma is given in Annexure-III.

2. The period of deputation will be initially for one year, which can be extended up to 03 years, if required at the discretion of the Department. The pay and terms and conditions of deputation of the officer selected shall be regulated in terms of Ministry of Personnel Public Grievances and Pension (Department of Personnel and Training) O.M. No. 6/8/2009-Estt.(Pay II) dated 17.06.2010 and OM No. 2/6/2016-Estt.(Pay-II) dated 17.02.2016 as amended from time to time.

3. The Heads of the Departments are requested to forward the applications of the willing and eligible officials duly recommended and who can be spared on their being selected immediately. No withdrawals, after their selection on deputation, will be entertained. Personal data may be sent in the enclosed pro-forma (Annexure-III), (ii) along with attested true copies of APARs for the last 5 years, (iii) Integrity certificate, and (iv) Vigilance clearance, to the undersigned so as to reach positively within 45 days from the date of publication of the aforesaid OM in the Employment News.

Encl: Annexure I, II and III


(Neha Singh)
Under Secretary (SEA-II)
Ph. no. 23036126

Copy to:-

01. All Ministries/Departments of Govt. of India, Delhi/New Delhi.
02. DDG (PAF), DoP, Dak Bhawan, New Delhi.
03. Comptroller and Auditor General, Bahadur Shah Zafar Marg, New Delhi.
04. Controller General of Accounts, Lok Nayak Bhawan, Khan Market, New Delhi.
05. Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantt.
06. Joint Director (Estt.), Railway Board, New Delhi.
07. Controller of Accounts, Ministry of Personnel Public Grievances & Pension, B Wing, 3rd floor, Lok Nayak Bhawan, New Delhi.
08. Director of Accounts, Cabinet Secretariat, East Block IX, Level VII, R K Puram, New Delhi-110066.
09. CMD, Bharat Sanchar Nigam Limited, Corporate Office, SEA Section, 7th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110001.
10. CMD, MTNL, CGO Complex, New delhi-110003
11. The Pr. Secretary (Finance), Finance Department, Govt. of NCT of Delhi, 'A' Wing, 4th Level, Delhi Secretariat, I P Estate, New Delhi - 110002.
12. The Secretary (Services), Services Department, Govt. of NCT of Delhi, 7th Level, Delhi Secretariat, I P Extension, New Delhi - 110002.
13. The Controller of Accounts, Principal Accounts Office, Govt. of NCT of Delhi, 'A&B' Block, Vikas Bhawan, I. P. Estate, New Delhi.
14. Under Secretary (T), 5th Floor, Sanchar Bhawan, New Delhi. It is requested that the vacancy circular may be given wide publicity by way of publishing it in the "Employment News/Rozgaar Samachar" on DAVP rates.
15. Dir (IT), DoT (Hq). It is requested that the vacancy circular may be uploaded in the DoT (Hq) Website.
16. Guard file/Spare.



(R. K. Paliwal)
ACAO (SEA-II)

Phone No.:-011- 23036373

Annexure-I

Particulars and eligibility conditions to fill up the post of Assistant Accounts Officer in the Head quarters of the Department of Telecom, New Delhi.

1. Name of the Post	Assistant Accounts Officer (Group 'B' Gazetted) (Accounts and Finance Service, Telecom Wing) in the DoT (Hq), Sanchar Bhawan, New Delhi.
2. Scale of Pay	Pay Matrix Level-8.(Rs.47600-151100) as per 7 th CPC.
3. Eligibility	<p>Officers/Officials under the Central Government or Government of N.C.T. of Delhi/Central PSUs/BSNL/MTNL.</p> <p>(iii) Holding analogous posts of Assistant Accounts Officer /SO (Accounts) on regular basis;</p> <p style="text-align: center;">Or</p> <p>Junior Accountants/Senior Accountants/Auditors/Sr. Auditors/Clerks who have qualified in both Part-I and Part-II of AAO (Civil)/SAS Exam or equivalent examination conducted by any of the organized Accounts of Departments of Central Government/Government of N.C.T. of Delhi/Central PSUs/BSNL/MTNL with 5 years of regular service in the grade as on the date of this notification.</p> <p style="text-align: center;">and</p> <p>(iv) Working Knowledge in all the modules of 'MS Office'</p>
4. Age	Not exceeding 56 years as on the date of this notification .
5. Duration	Period of deputation will initially for a period of one year , which can be extended up to 03 years , subject to requirement and discretion of the department.

Brief description of the duties attached to the post:

The main items of work attached to the post of AAO in Department of Telecommunication mainly are as under:-

1. All matters related to Administration, Pension/Family pension, DCRG, Commutation payment, CGEGIS, Pay and allowances, Maintenance of GPF, Loan and advances and LSPC to Govt. servants, Broad Sheet and Budget.
2. Settlement of all residual claims of Govt. with PSUs.
3. Assessment and Collection of License Fee/ Spectrum charges, processing of cases for calling Tenders, preparation and maintenance of Departmental accounts, internal audit etc.
4. Universal subsidy disbursement, Settlement of USO claims of various operators.

PROFORMAAPPLICATION FOR THE POST OF ASSISTANT ACCOUNTS OFFICER IN THE DEPARTMENT OF TELECOM (DoT), SANCHAR BHAWAN, NEW DELHI

- (1) Name of the Candidate
(In Block Capital Letters):
- (2) Date of Birth & Age
(As on the date):
- (3) Whether belongs to SC/ST:
- (4) Educational Qualifications:
- (5) Rank/Grading and year of passing of
Qualifying AAO / SAS Examination:
- (6) Post held on regular basis with scale of Pay/
Date of working as AAO on regular basis:
- (7) Details of present post held:
- (a) Designation of the post:
- (b) Scale of Pay and Present pay drawn:
- (c) Date of appointment to the post:
- (e) Nature of appointment to the post:
(Whether regular / ad-hoc / officiating)
- (e) Name of the Ministry & Department
Where presently employed with full
Address and Telephone No:
- (8) Details of Employment/experience:

Office /Inst. / Organisation	Post held	Nature of appointment Regular/adhoc/ deputation basis	Period		Scale of Pay & Pay Drawn	Nature of duties Performed
			4	6		
1	2	3	From	To	5	6

- (9) Details of deputation post held previously;
If any, with full particulars:
- (10) Knowledge of computer. If 'Yes',
Details of qualification/experience /
areas in which worked:
- (11) Other information, if any.

Signature of the candidate

**CERTIFICATE TO BE RECORDED BY THE OFFICE/DEPARTMENT WHILE
FORWARDING THE APPLICATION**

- ❖ Certified that the particulars given by the applicant are true and have been verified from the office record.
- ❖ The applicant, if selected, will be relieved immediately.
- ❖ Up to date APARs/ACRs dossier for the last five years is enclosed.
- ❖ It is certified that *no Vigilance Case is either pending or contemplated against the official concerned*. There is nothing against the candidate which makes him/her ineligible for consideration for appointment to the post applied for.
- ❖ *No Major/Minor penalty is in force or current against the official.*

**Signature of the Head of Office/Department
With Official Seal & Telephone No
Dated:-**

DECLARATION

I, Shri/Smt. _____ hereby declare that my posting as AAO in the Department of Telecom is purely temporary and on deputation basis and I shall not have any right to claim for seniority in the AAO cadre in Department of Telecom in respect of services so rendered by me in the Department of Telecom.

2.I am not entitled to absorption as AAO in the Department of Telecom.

3.I will work in the Unit / Office wherever allotted and will not seek any transfer to any other CCA Unit/DoT(Hq) on the grounds of transfer policy governing the postings and transfers of regular AAOs in the Department of Telecom, during the period of such deputation.

4.I will not resort to bring any political pressure for change of posting and/or for any other benefit/cause.

5.I shall have no claim what So ever, in the DoT for appointment on regular basis, permanent & absorption etc. and liable to be repatriated to my Parent Department at any time during the period of deputation without citing any reason and or clarification etc. to such repatriation.

Place:

Dated:

Signature of the Official

Signature of the Controlling Officer/HOO

UNDERTAKING TO BE RECORDED BY THE PARENT DEPARTMENT

This (name of the department) _____ hereby undertakes to spare the services of Shri _____ /Smt. _____ for a period of 01 (one) year, which can be extended up to 03 years for his/her posting on deputation to Department of Telecommunications(Hq), Govt. of India, Sanchar Bhawan, New Delhi.

**Signature of the Head of Office/Department
With Official seal & Telephone No.**

Dated:-

UNDERTAKING TO BE RECORDED BY THE CANDIDATE

I, Shri /Smt. _____ hereby agree to the conditions that I am willing to work for a period of minimum of 01 (one) year on deputation in the Department of Telecommunications (Hq), Govt. of India, Sanchar Bhawan, New Delhi and no request would be made by me for repatriation to my parent department until the completion of the period of 01 (one) year.

Signature of the Candidate

Dated:-