Govt. of India
Ministry of Communications
Department of Telecommunications
O/O Controller of Communication Accounts
Assam Circle, Guwahati – 01

No.ASM/CCA/Deputation/2011-16/ Dated at Guwahati the 03rd April/2018.

CIRCULAR

Sub:- Filling up of vacant post of Assistant Accounts Officer, Sr. Accountant, Jr. Accountant, Stenographer (Gr. C) and LDC on deputation to Department of Telecommunications, O/o the Controller of Communication Accounts, Assam Circle, Guwahati.

Department of Telecommunications, Govt. of India, O/o Controller of Communication Accounts, Assam Circle, Guwahati is in need of service of suitable Assistant Accounts Officers, Sr. Accountants, Jr. Accountant, Stenographer and LDCs for filling up the vacant posts on deputation basis from Officials/Employees of Central/State Government Departments etc. The scale of pay / Pay level of the selected officer/officials will be regulated in accordance with Dept. of Personnel & Training OM No. 2/29/91-Estt. (Pay II) dtd.05/01/1994 as amended from time to time & CCS (Revised Pay) Rules, 2016. All posts are based at Guwahati. Vacancy position is furnished below :

Sl.No	Name of Cadre	Pre-revised Pay	Revised Pay Matrix	No. of vacant post
1	AAO	PB-2 Rs. 9300-34800+ GP 4800	L-8 47600-151100	06
2	SA	PB-2 Rs. 9300-34800+ GP 4200	L-6 35400-112400	09
3	JA	PB-1 Rs. 5200-20200+ GP 2800	L-5 29200-92300	1
4	LDC	PB-1 Rs. 5200-20200+ GP 1900	L-2 19900-63200	6
5	Stenographer (Gr.-C)	PB-1 Rs. 5200-20200+ GP 2400	L-4 25500-81100	1

The eligibility conditions for appointment of Assistant Accounts Officer, Sr. Accountants, Jr. Accountants, Stenographer(Gr.C) & LDCs on deputation basis are furnished in Annexure-I. Working knowledge in computer will be preferred for appointment. The period of deputation will initially be for a period of 3 (three) years.

The departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputations shall not be eligible for consideration for appointment by promotion.

The total period of deputation including that in another Ex-cadre post on deputation held immediately preceding his appointment in the same or some other Organization/Department of the Central Government shall ordinarily not exceed three years.

It is requested to forward the names of the willing and eligible candidates along with the following:-

1. The Bio-Data of the officials in the enclosed Format (Annexure-II)
2. Vigilance/Disciplinary Clearance Certificate as per enclosed Format (Annexure-III)
3. Photo copies of ACRs/APARs for last five financial years.

The application form and other details can be down loaded from the DoT website www.dot.gov.in

The application should reach the undersigned by 21st May 2018.

Encl: Annexure (I to III).

Sr. Accounts Officer (Admin)
O/o the Controller of Communication Accounts
Tele 0361-2736280.

Copy for information and necessary action to:

1. The Director (SEA), Department of Telecom, Sanchar Bhawan, New Delhi – 110001
2. The Director (PA Adm), Department of Posts, Dak Bhawan, New Delhi – 110001
3. The Chief Post Master General, Assam Circle, Meghdoot Bhawan, Guwahati – 781001
4. The Chief Post Master General, NE Circle, Shillong – 793001
5. The General Manager (PAF), West Bengal Postal Circle, Yogajog Bhawan, Kolkata – 12
6. The Director of Accounts (Postal),Assam, Rehabari, Guwahati –781008
7. The Accountant General (A&E), Assam, Beltola, Guwahati – 29
8. The Secretary, General Administration, Govt. of Arunachal Pradesh, Civil Secretariat, Itanagar-791111.
10. The Secretary, General Administration, Govt. of Mizoram, Civil Secretariat, Aizawl – 796001.
11. The Secretary, General Administration, Govt. of Megalaya, Shilong.
12. The Secretary, General Administration, Govt. of Manipur, Old Secretariat, Imphal- 795001
13. The Secretary, General Administration, Govt. of Nagaland, Kohima.
14. The Secretary, General Administration, Govt. of Tripura, New Secretariat, Agartala- 799010.
15. The Secretary, General Administration, Govt. of Assam, Assam Sachivalaya, Dispur, Guwahati-781006
16. The Chief Accounts Officer/FA, N.F. Railway, Maligaon, Guwahati – 11
17. The Controller of Defence Accounts, Udayan Vihar, Narangi, Guwahati
18. The Directorate General Assam Rifles, Laitkor Peak, Shillong – 07
19. The Director, P & T Audit Office, 7, Koilaghat Street, Kolkata – 700001
20. Office copy.

Sr. Accounts Officer (Admin)
O/o the Controller of Communication Accounts
Tele 0361-2736280.

Annexure-I

Eligibility conditions for appointment of in the grade of Assistant Accounts Officers,Sr. Accountants, Jr. Accountant, LDCs & Steno on deputation basis

Name of Post	:	AAO, Sr. Accountant, Jr. Accountant, LDC & Steno in the Department of Telecommunications, Office of Controller of Communication Accounts, Assam Circle, Guwahati.
Place of Posting	:	Guwahati
Eligibility Criteria	:	
a) AAO	:	Officers working under the Central Government/State Government. (i) Holding the post of Assistant Accounts Officer/Analogous post on regular basis or (ii) Sr. Accountant/Jr. Accountant/Clerks/Pas who have qualified in both Part-I & Part-II of JAO(Postal exam) with 5 years regular service in the cadre as on date or (iii) Possessing the qualification of passing SAS (Subordinate Accounts Service) or equivalent examination conducted by any of the organized Accounts Departments and Autonomous bodies.
b) Sr. Accnt./Jr. Acctt.	:	Officials working under the Central/State Government. Holding analogous posts of Jr. Acctt /Auditor or Equivalent post in Group C cadre & who have completed 3 years of regular service and having overall good performance.
c) LDC	:	Officials working under the Central/State Government. Holding analogous posts of LDC or equivalent post in group C cadre & who have completed 3 years of regular service and having overall good performance.
d)Stenographer(Gr. C)	:	Officials working under Central Govt/State Govt. Holding the post of Stenographer on regular basis and completed 3 years regular service.
AGE	:	The maximum age limit for appointment on deputation shall not exceed 56 years as on the date of publication of advertisement.
Duration	:	Period of deputation will be for a period of three (3) years and likely to be extended in deserving cases

ANNEXURE-II-PROFORMA

APPLICATION FOR DEPUTATION FOR THE POST OF ASSISTANT ACCOUNTS OFFICER & SR. ACCOUNTANT/JR. ACCOUNTANT/STENOGRAPHER IN THE O/o CONTROLLER OF COMMUNICATION ACCOUNTS, ASSAM CIRCLE, GUWAHATI.

1 Name of the Candidate (in capital letter) :
2. Date of Birth & Age :
3. Whether belongs to SC / ST :
4. Educational Qualifications :
5. Rank/Grading and year of passing of qualifying JAO / SAS or equivalent examination :
6. Post held on regular basis with scale of pay & Grade pay :
7. Date of working as AAO/Sr. Accnt., Jr. Accntt, LDC & Steno On regular basis
8. Brief Service particulars - Details of present post held :
   (a) Designation of the post :
   (b) Scale of pay & Grade pay with present pay drawn :
   (c) Date of appointment to the post :
   (d) 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 Number. :
9. Details of deputation held previously, if any with full particulars :
10. Work experience (specify computer knowledge) :

11. Remarks

Date :
Place :

Signature of the Applicant

Annexure-III

Certificate to be recorded by the Head of Office / Department while forwarding the application

1. Certified that the particulars given by the applicant are true and have been verified from the service record.
2. The applicant, if selected, will be relieved immediately.
3. ACR dossiers of last 5 years are enclosed.
4. Certified that no vigilance case is pending or contemplated against him / her. There is nothing against the candidate which makes him ineligible for consideration of appointment to the post applied for.
5. No major / minor penalty is in force or current against the official.

Date :

Signature of Head of Office
Department with Official Seal
Telephone No.