



Government of India
Ministry of communications & IT
Department of telecommunications
Office of the controller of communication accounts
West Bengal circle
2nd & 3rd floor, 8, esplanade east, kolkata- 700 069

No. CCA/WBC/13-144/ PA & Steno./Deptn/13-14/Admin- 1463

Dated 16th Dec, / 2015.

NOTIFICATION

Subject: Vacancy circular to fill up one post of Private Secretary and two posts of Stenographer Grade-II in the Office of the Controller of Communication Accounts, West Bengal Circle, Kolkata on deputation basis from the officials working in Central Govt.

Controller of Communication Accounts, West Bengal Circle, Kolkata proposes to fill up one vacant post of Private Secretary and two vacant posts of Stenographer Grade-II on deputation basis from among staff working in Central Government as per the details given below:

Grade	Pay Band (Rs.)	Grade Pay (Rs.)	No. of posts to be filled up
Private Secretary (Gr. "B" Gazetted)	PB -2 9300 – 34800	4600/-	01
Stenographer Grade-II (Gr. "C" Non-Gazetted Ministerial)	PB-I 5200-20200	2400/-	02

2. (A) Eligibility conditions:

Name of the Post	Pay Scale	Eligibility Condition	Desirable qualifications/Experience
Private Secretary (General Central Service Gr. "B" Gazetted Ministerial)	PB-2 [9300-34800/-] + Grade Pay 4600/-	<p>i. Holding analogous posts on regular basis in the parent cadre or Department;</p> <p style="text-align: center;">OR</p> <p>ii. Having 5 years regular service in the post of Stenographers grade in the Pay Band 2 with Grade Pay of Rs. 4200/- or equivalent in the parent cadre or</p> <p>Note 1: 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.</p> <p>Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: For the purpose of appointment on deputation/absorption basis, the service rendered on a regular basis by an official prior to 1st January, 2006 (the date from which the revised pay structure based</p>	Proficiency in handling computers and having working knowledge in all the modules of MS Office including knowledge of internet to send & receive e-mails.

		on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one prerevised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post or posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.	
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(B)

Name of the Post	Pay Band	Eligibility Condition	Desirable qualifications/Experience
Stenographer Grade-II (General Central Service Gr. "C" Non-Gazetted Ministerial)	PB-I [Rs. 5200- 20200/-] + Grade Pay Rs. 2400/-	Officials of the Central Govt. holding analogous posts on regular basis and possessing the qualifications as under:- (i) 12 th pass or equivalent from a recognized board or university, (ii) Skill test norms : Dictation: 10 minutes @ 80 words per minutes Transcription: 50 minutes in English, 65 minutes in Hindi (On Computer)	Proficiency in handling computers and having working knowledge in all the modules of MS Office including knowledge of internet to send & receive e-mails.

(C) Age

Maximum age limit for appointment by deputation shall not exceed **56 years** as on the closing date of receipt of applications.

3. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed **three** years.

4. The terms and conditions of deputation as stipulated in DoPT's OM No. 6/8/2009-Estt. (Pay II), dated 17.06.2010 are applicable.

5. The format of application is appended. The applications from the willing and eligible officials whose services can be spared may be sent along with attested copy of **ACR/APARs** for the last **5 years**, **integrity certificate and vigilance clearance** so as to reach the undersigned on or before **31.03.2016**. **Belated/incomplete applications will be rejected outright. Application received by FAX will not be accepted. Applications not forwarded through proper channel will not be accepted. All applications will be addressed to the Dy. CCA (Admn.), O/o CCA, West Bengal Circle, 8 Esplanade East, Kolkata-69..**

6. Wide publicity may be given in all organizations and their field formations to facilitate early and optimum no. of applications.

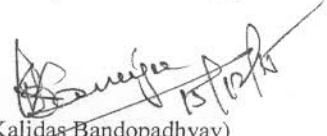
7. The said Notification along with format is also available in this office website www.ccawestbengal.gov.in.

(Kalidas Bandopadhyay)

Dy. Controller of Communication Accounts / Admin.
Ph. No. (033) 22316317 / Mob. No. 8902000502.

To:-

1. The Controller General of Accounts, Ministry of Finance, Department of Expenditure, Lok Nayak Bhawan, Khan Market, New Delhi – 110 003.
2. The Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantt., PIN: 110 010.
3. Pr. Controller of Accountants (Fys.), Defence Accounts Department, 10 A, S.K. Bose Road, Kolkata – 700 001.
4. The CPMGs, WB Circle / Orissa Circle / Bihar Circle.
5. The GM (PAF), Yogayog Bhawan, P-36, CR Avenue, Kolkata – 700 012.
6. The FA & CAO (Admin.), Eastern Railway, Kolkata – 700 001.
7. The FA & CAO (Admin.), South Eastern Railway, Garden Reach, Kolkata – 700 043.
8. The DA (P)s, Postal Accounts Office, Assam Circle/Bihar Circle/Orissa Circle/N-E Circle.
9. The Director (SEA), DoT/Hq., Sanchar Bhawan, 20, Ashoka Road, New Delhi – 110 001 with the request to give wide publicity.
10. The Director (IT), Department of Telecommunications, Sanchar Bhawan, 20, Ashoka Road, New Delhi – 110 001.


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**APPLICATION FOR DEPUTATION IN THE GRADE OF PRIVATE SECRETARY/STENOGRAPHER
GRADE-II IN THE DEPARTMENT OF TELECOMMUNICATIONS**

1.	Name of the official	:	
2.	Date of Birth & Age	:	
3.	Whether belong to SC/ST	:	
4.	Educational Qualification	:	
5.	Details of present post held		
	(a) Designation of the post	:	
	(b) Scale of pay(Pre-revised)/Pay Band & Grade Pay (Revised) with present pay drawn	:	
	(c) Date of appointment to the post	:	
	(d) Nature of appointment to the post(Whether regular/ Adhoc/ Officiating)	:	
	(e) Name of the Ministry /Department where presently employed with full address and Telephone Number.	:	
8.	Brief Service Particulars		
9.	Details of deputation held previously; if any, with full particulars	:	
10.	Whether served in the Deptt. of Telecommunications on deputation basis; if so, the period of deputation and the name of Circle/Station where served		
11.	Knowledge of Computer. Details qualification in computer & experience, if any.	:	
	Remarks, if any.	:	

DECLARATION

- I, hereby declare that my posting on deputation as _____ in the Department of Telecom shall not derive any right to me to claim seniority in the said post in respect of the services rendered by me on deputation.
- I will not claim absorption in the DoT in the said post.
- I am liable to be repatriated to my parent organization for any inaccuracies in the details noted above or for contravention of any provisions in the rules/orders governing the deputation.

Place:

Date:

Signature of candidate

CERTIFICATE TO BE RECORDED BY HEAD OF OFFICE WHILE FORWARDING THE APPLICATION

- Certified that the particulars of the applicant have been verified and found to be correct from service records.
- It is certified that no disciplinary proceedings are either pending or contemplated against the official. No major/minor penalty is in force against the official.
- The integrity of the official is also certified.
- Copies of ACRs/APARs for the last 5 years are enclosed.
- The official if selected, will be relieved immediately.

Date:

Signature of Head of Office / Department

Office Seal:

Telephone No: