



No. 12/Admn/1/28/2016

भारत सरकार GOVERNMENT OF INDIA

संचार और सूचना प्रौद्योगिकी मंत्रालय MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY

(दूरसंचार विभाग)(DEPARTMENT OF TELECOMMUNICATIONS)

संचार लेखा नियंत्रक के कार्यालय- कर्नाटक परिमंडल

OFFICE OF THE CONTROLLER OF COMMUNICATION ACCOUNTS- KARNATAKA CIRCLE

सुविधा ब्लॉक, पैलेस रोड, AMENITY BLOCK, PALACE ROAD,

बैंगलुरु - 560 001/ BENGALURU - 560 001

www.ccakarnataka.gov.in

Dated. 22nd January, 2016

NOTIFICATION

Subject: Vacancy circular to fill up Personal Assistant, Senior Accountant and Junior Accountant posts in the office of the Controller of Communication Accounts, Department of Telecommunications, Karnataka Circle, Bangalore - 560001 on deputation basis from the officials working in Central/State Govt./PSUs.

CCA, Department of Telecommunications, Karnataka Circle, Bangalore proposes to fill up some of the vacant posts in Personal Assistant, Senior Accountant and Junior Accountant cadre on deputation basis from among the staff working in Central/State Govts/PSUs as per the details given below.

Sl No.	Name of Post*	Pay Band	Grade Pay	No. of Vacancies
1	Personal Assistant	PB-2. Rs.9300-34800	4200	01
2	Senior Accountant	PB-2. Rs.9300-34800	4200	10
3	Jr. Accountant	PB-1. Rs.5200-20200	2800	03

2. The eligibility conditions to apply for the above posts are given in Annexure-I.

3. The period of deputation will be initially for a period of three years and can be extended by two more years, if required, in the exigencies of public service.

4. The terms and conditions of deputation as stipulated in DoP&T OM No.6/8/2009-Estt. (Pay II) dated 17.06.2010 are applicable. The age of the applicant shall not exceed 56 years as on the closing date of receipt of application.

5. The form 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 within 45 days from the date of publication of this notification in Employment News. Belated/incomplete applications will be rejected.

(V.R. Nagaraja Sharma)

Dy. Controller of Communications Accounts (Admin),

Tel. 080-22350601, FAX. 080-22350604

Email: dycca.kar-dot@nic.in

Encls: As above

Annexure – I.

(A) Eligibility conditions.

(i) For the post of PA / Steno Grade I (Non-Gazetted)

(i) Official holding analogous posts in State/Central Government and Autonomous Bodies with proficient in short hand, typing and computer, with three years of regular service and having over all good performance. OR

With 3 years service in the Stenographer grade rendered after appointment thereto on a regular basis in the pay scale of 5000-8000 (Pre-Revised Scale) or equivalent in the parent cadre/Department.

(ii) For the post of SA [Senior Accountant]

(i) Official holding analogous posts in various ministries/ Departments of the Central Government / State Government/ Autonomous Bodies of Central Government on regular basis. OR

(ii) Junior Accountant / Auditors who have rendered not less than three years of regular service in the grade.

(iii) It desires that the applicant should have sufficient exposure to basic working knowledge on computers in all the modules of MS Office including the knowledge of internet to send/receive e-mails.

(iii) For the post of JA [Junior Accountant]

(i) Official holding analogous posts in various ministries/ Departments of the Central Government / State Government/ Autonomous Bodies of Central Government on regular basis. OR

(ii) LDCs who have rendered not less than eight years of regular service in the grade. OR

(iii) UDCs who have rendered not less than three years regular service in the grade.

(B) Age

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

(C) Working knowledge of computers.

The applicants to all the above posts should have sufficient exposure to basic working knowledge of computers in all the modules of MS Office including the knowledge of internet to send/receive e-mails.

APPLICATION

Name of the official

DOB

Educational qualification

Present Post held / Date from which working

Unit in which working [Specify Ministry/Dept]

Present Pay

Working experience including extent of working with computer

Service particulars from the date of initial appointment (along with brief of duties performed)

Declaration

1. I, _____ hereby declare that my posting on deputation as in the Dept. 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.
2. I will not claim absorption in the DoT in the said post.
3. I am liable to be repatriated to my parent organisation for any inaccuracies in the details noted above or for contravention of any provisions in the rules/orders governing the deputation.

Date

Place

Signature of the applicant

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

1. Certified that the particulars given by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately.
3. Copies of ACR/APAR for the last five years are enclosed.
4. No Disciplinary/Vigilance case is pending or contemplated against the official. There is nothing against the applicant 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.

Recommendations:_____

Date :

Place :

Signature of the Head of Office/Department

With official Seal & Telephone No.