

No.02-02/2014-SEA I
Government of India
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road,
New Delhi -110001.

Dated: 09/04/2015

OFFICE MEMORANDUM

Sub: Filling up the posts of Director in Junior Administrative Grade/Non Functional Selection Grade of Indian P&T Accounts and Finance Service Group 'A' on deputation basis.

Services of suitable officers satisfying the eligibility conditions given in the **Annexure -I** are sought for filling up some posts of Director/Joint CCA/Director of Accounts [Postal] in the various offices of the Department of Telecom and Department of Posts in the Grade of Junior Administrative Grade Pay Band-3 [15600-39100 + 7600 Grade Pay] of Indian P&T Accounts and Finance Service Group 'A' on deputation basis. Officers in the Pay Band-4 [Pay Scale Rs. 37400-67000 and Grade Pay Rs. 8700] are also eligible to apply. The initial period of deputation shall be three years. The standard terms and conditions of the deputation will be regulated in accordance with the DOP&T OM No. 6/8/2009-Estt.(Pay.II) dated 17.06.2010, and amended from time to time.

2. It is requested that the names of officers, who are willing and eligible (as per **Annexure I**) and who can be spared, may be sent along with the bio data (as per **Annexure-A**) with preference of station, APAR dossiers (or attested copies thereof) for the last five years and vigilance clearance, by name to **Shri B.M. Sharma Assistant Director General (SEA- I), DoT, Room No. 521, Sanchar Bhawan, New Delhi 110 001** so as to reach this office latest by **25.05.2015**. Stations where vacancy exists are given in **Annexure-II**.

3. This circular may be given wide publicity within all the departments/ organisations.

4. The candidates who apply for the above posts will not be allowed to withdraw their candidature subsequently.


(Rajeev Kandpal)
Director (SEA)

To

1. The Controller General of Accounts, Ministry of Finance, Lok Nayak Bhawan, Khan Market, New Delhi (For officers of ICAS).
2. The Comptroller and Auditor General of India, New Delhi (For Officers of Indian Audit and Accounts Service).
3. The Controller General of Defence Accounts, Ministry of Defence, West Block-V, R.K.Puram, New Delhi-110065.
4. Finance Commissioner, Ministry of Railways, Railway Board, New Delhi (For officers of Indian Railways and Accounts Service.)
5. DoP&T (Cadre Controlling Authority of Central Secretariat Service), North Block, New Delhi.

6. All Chief Secretaries of all State Governments/ Union Territories of India. They are requested to forward applications of eligible officers to this office **through the O/o Pr. Controller of Communication Accounts/ Controller of Communication Accounts of the respective Telecom Circle**. List of these CCA offices alongwith their addresses are at **Annexure-III**.
7. CMD, BSNL/MTNL.
8. All Pr.CsCA/CsCA with a request to liase with the respective State Government and forward the applications received from eligible officers of State Government to this office for further necessary action.
9. Department of Revenue, Ministry of Finance, North Block, New Delhi
10. Air Force Incharge Personnel, Air Hqrs., Vayu Bhawan, New Delhi.
11. Director (IT), DOT Hqrs for posting the O.M on DOT Website.

Eligibility condition for deputation to posts of Director in JAG

1.	Name of the Post	Director /Joint Controller of Communication Accounts /Director of Accounts [Postal]
2.	Grade & Scale of Pay	Junior Administrative Grade of Indian P&T Accounts and Finance Service Group 'A' in the Scale of pay of Rs. 15600-39100 + 7600 Grade pay & Non Functional Selection Grade of Indian P&T Accounts and Finance Service Group 'A' in the Scale of Pay of Rs. 37400-67000 + 8700 Grade Pay
3.	Job Profile	The officers are expected to be experienced and well versed in Accounts, Finance & Audit in Government, Revenue Collection / Management, Budget, Planning, General Administration and Establishment matters, Proficiency in IT Skills as well as Soft Skills is highly desirable.
4.	Eligibility	<p>For NFSG:</p> <p>Officers holding analogous posts belonging to Central Service Group 'A'/State Government Services Group 'A'.</p> <p>For JAG:</p> <p>Officers holding analogous posts belonging to Central Service Group 'A'/State Government Services Group 'A'.</p> <p>(OR)</p> <p>2. Officers in the Senior Time Scale with 5 years regular service or 9 years of approved service in Group-'A'.</p> <p>3. The officers having above eligibility and working in State government/Union Territories/Semi Government/PSUs/Autonomous bodies/BSNL/MTNL may also apply for the above posts.</p> <p>4. Officers should have experience of working as Accounts/Finance Officers.</p> <p>5. Preference would be given to officers of the Organized Accounts and Finance Cadre</p>

[Vacant Posts in the Grade of JAG]

(As on 10.02.2015)

Stations where JAG vacancies exist/ likely to exist in the Office of the Controller of
Communication Accounts [CCAs] / Director [Postal Accounts]

Guwahati	Patna
Raipur	Ahmedabad
Ambala	Shimla
Bangalore	Bhopal
Tiruvananthapuram	Shillong
Bhubaneshwar	Chandigarh
Jaipur	Delhi
Sundernagar(HP)	Mumbai
Kolkata	Dehradun
Lucknow	Meerut
Ranchi	Chennai

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ANNEXURE - A
CURRICULUM VITAE PRO FORMA

1. Name and Address (in Block letters) ...
2. Date of Birth (in Christian era) ...
3. Date of retirement under Central / State Government rules ...
4. Educational Qualifications ...
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same) ...

	Qualifications / Experience required	Qualifications / Experience possessed by the officer
Essential	(1) (2) (3)	
Desired	(1) (2)	

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post ...
7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient ...

Office / Institution	Post held	From	To	Scale of pay and basic pay	Nature of duties (in detail)
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8. Nature of present employment, i.e., *ad hoc* or Temporary or Quasi-Permanent or Permanent ...
9. In case the present employment is held on deputation / contract basis, please state
(a) The date of initial appointment ...

- (b) Period of appointment on deputation / contract.
- (c) Name of the parent office / organization to which you belong
10. Additional details about present employment:
- Please state whether working under (indicate the name of your employer against the relevant column)—
- (a) Central Government
 - (b) State Government
 - (c) Autonomous Organization
 - (d) Government Undertaking
 - (e) Universities
 - (f) Others
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade
12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale
13. Total emoluments per month now drawn
14. Additional information, if any, which you would like to mention in support of your suitability for the post.
- (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular / Advertisement).
- (NOTE.— Enclose a separate sheet, if the space is insufficient).
15. Please state whether you are applying for deputation (ISTC) / Absorption / Re-employment Basis. (Officers under Central / State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract.)
16. Whether belongs to SC/ST
17. Remarks

(The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards / Scholarship / Official

bodies / institutions / societies and (iv) any other information.

(NOTE.— Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Date

Address

Countersigned

.....
.....
(Employer with Seal)