



**GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATIONS  
DEPARTMENT OF TELECOMMUNICATIONS  
O/O THE PR. CONTROLLER OF COMMUNICATION ACCOUNTS,  
KOLKATA "TELEPHONE HOUSE"**

**8, Hare Street, 2<sup>nd</sup> & 4<sup>th</sup> Floor, KOLKATA – 700001.**  
Phone : (033) 2213 7402, Fax: (033) 2231 3537/2213 8824

**E-mail- pccakolkata@gmail.com**

**No. CCA/CTD/Admin/Deputation/ Gr. 'C'/2017**

**Dated: 12.06.2017**

**NOTIFICATION**

**Subject: Vacancy circular to fill up PA(Stenographer-II), Junior Accountant & LDC (Group-C) posts in the O/o the Pr. CCA, Kolkata on deputation basis for the officials working in Central / State Govt. /PSUs.**

Pr. CCA, Kolkata proposes to fill up some of the vacant posts in (Group-C) cadre like PA(Stenographer-II), Junior Accountant & LDC on deputation basis from among staff working in Central/State Govts. / PSUs as per the details given below, for the office located at the address above.

Grade	Pay Band( as per 6 <sup>th</sup> CPC)	Grade Pay	No. of posts to be filled up
PA (Stenographer-Grade-II)	PB - 1 [Rs. 5200 – 20200]	Rs. 2400/-	02
Jr. Accountant	PB - 1 [Rs. 5200 – 20200]	Rs.2800/-	07
LDC	PB - 1 [Rs. 5200 – 20200]	Rs.1900/-	12

2. Eligibility conditions to apply for the above posts are enclosed.
3. The period of deputation will 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 DOPT 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 format of application is appended. The applications from willing and eligible officials may be sent along with the attested copy of ACR/APARs for the last 5 years, integrity certificate and vigilance clearance so as to reach the undersigned on or before **16.08.2017**.
  - a. **All the selected officials will be provided a land line Service Telephone connection as per entitlement.**
  - b. **Deputation allowance will be payable as per DOPT OM no. 6/8/2009 – Estt (Pay II) dated 17/06/2010. Apart from that allowances viz House Rent, Transportation etc. will be applicable as per Central Government pay rule.**
6. Wide publicity may be given in all organizations and their field formations to facilitate early and optimum no. of applications.

(Asish Dasgupta)

**Dy. Controller of Communication Accounts**

No. CCA/CTD/Admin/Deputation/ Gr. 'C'/2017

Dated: 12.06.2017

To

1. The Controller General of Accounts, Ministry of Finance, Department of Expenditure, Lok Nayak Bhawan, Khan Market – New Delhi – 110003.
2. The Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantt. PIN – 110010.
3. The CMD, BSNL, Bharat Sanchar Bhawan, Janpath, New Delhi-1.
4. Pr. Controller of Accountants (Fys), Defence Accounts Department, 10 A, S.K. Bose Road, Kolkata-1.
5. The Controller of Defence Accounts, Udayan Vihar, Narengi, Guwahati-781171.
6. The ADG(PA-Admn.), Department of Posts, Dak Bhawan, New Delhi 110001.
7. Addl. Chief Secretary, Department of Home, Govt. of West Bengal, Nabanna, 13<sup>th</sup> Floor, 325, Sarat Chatterjee Road, Shibpur, Howrah- 700102.
8. The Chief Secretary, Assam Govt. Assam, Dispur, Guwahati-781001.
9. The Chief Secretary Meghalaya Govt. Additional Secretariat Building Shillong-793001.
10. The Chief Secretary, Mizoram Govt. Mizoram, Aizawal-796001.
11. The Chief Secretary, Tripura Govt. Tripura, Agartala-799001.
12. The Chief Secretary, Manipur Govt. Manipur, Imphal-795001.
13. The Chief Secretary, Nagaland Govt. Nagaland, Kohima-796001.
14. The Dy. Controller of Accounts, Pay & Accounts Office, Ministry of Home, Laitumkhrah, Shillong-793003.
15. The CPMGs WB Circle / Orissa Circle / Bihar Circle.
16. The CCA, Assam Telecom Circle, 5<sup>th</sup> Floor, Bikash Bhawan, Guwahati-781001.
17. The CCA, North East Circle, Shillong, 2<sup>nd</sup> Floor, CTO Building, Shillong-739001.
18. The CCA, Jharkhand Telecom Circle, ARTTC Building, 3<sup>rd</sup> Floor, Near Jumar River, H.B. Road, Ranchi-835217.
19. The CCA, Bihar Circle, CCA Building, Sanchar Parisar, Budh Margh, Patna-800001.
20. The CGM, BSNL, CTD, Telephone Bhawan, 34, BBD Bag, Kolkata -1.
21. The GM (PAF), Yogayog Bhawan, P -36 CR Avenue, Kolkata – 12.
22. The FA & CAO (Admin), Eastern Railway, Kolkata – 1.
23. The FA & CAO (Admin), SE Railway, Garden Reach, Kolkata -43.
24. The DA (P)s, Postal Accounts Office, Assam Circle/Bihar Circle/Orissa Circle/NE Circle.
25. The Director (SEA), DOT HQ, Sanchar Bhawan, 20. Ashoka Road, New Delhi-1 – with request to give wide publicity.
26. The Director (IT), Sanchar Bhawan, 20. Ashoka Road, New Delhi-1, with request to publish this in the official website of DOT.
27. Office website : [www.ccakolkata.gov.in](http://www.ccakolkata.gov.in)
28. Office Notice Board.



(Asish Dasgupta)

Dy. Controller of Communication Accounts



**Eligibility condition for applying to the post of PA(Stenographer-II), Junior Accountant & LDC [Group 'C'] in the O/o Pr. CCA, Kolkata.**

(A)

**1. Qualifications for PA(Stenographer-II).**

(i) holding analogous posts on regular basis; and

(ii) 12<sup>th</sup> Pass or equivalent from a recognised Board or University, (iii) Skill Test norms: Dictation ; 10 minutes @ 80 words per minutes, Transcription: 50 minutes in English or 65 minutes in Hindi. (On computer).

**2. Qualifications for Junior Accountant**

(i) Official holding same /analogous posts in various ministries/ departments of Central/State Govt./PSUs 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 of regular service in the grade.

**3. Qualifications for Lower Division Clerk**

(i) Official holding same /analogous posts in various ministries/ departments of Central/State Govt./PSUs on regular basis and

(ii) 12<sup>th</sup> Pass or equivalent from a recognised Board or University, (iii) A typing speed 35 w.p.m in English or 30 w.p.m in Hindi on computer.

(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 the above posts 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.

**Facilities**

**All the selected officials will be provided a land line Service Telephone connection as per entitlement.**

Deputation allowance will be payable as per DOPT OM no. 6/8/2009 – Estt (Pay II) dated 17/06/2010. Apart from that allowances viz House Rent, Transportation etc. will be applicable as per Central Government pay rule.

### APPLICATION

- 1) Name of the Official : \_\_\_\_\_
- 2) Date of Birth : \_\_\_\_\_
- 3) Educational Qualification : \_\_\_\_\_
- 4) Present Post held/ Date from which working : \_\_\_\_\_
- 5) Unit in which working (specify Ministry/ Dept.) : \_\_\_\_\_
- 6) Present Pay : \_\_\_\_\_
- 7) Working experience including extent of working with computer: \_\_\_\_\_
- 8) 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 Department of Telecommunications 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.
5. Recommendations: \_\_\_\_\_

Date :

Place :

Signature of the Head of Office  
with office seal and Telephone No.