



Government of India
Ministry of Communications and Information Technology
Department of Telecommunications
Office of the Controller of Communication Accounts
Karnataka Telecom Circle
1st Floor, Amenity Block, Palace Road, Bengaluru – 560 001
www.ccakarnataka.gov.in

No. 12/Admn/1/28/2017

Dated the 19th July, 2017

NOTIFICATION

Subject: Vacancy circular to fill up the posts of Private Secretary, Personal Assistant Senior Accountants(SA), and Junior Accountants(JA) in the office of the Controller of Communication Accounts, Department of Telecommunications, Karnataka Circle, Bengaluru – 560001 on deputation basis from the officials working in Central/State Govt./PSUs.

It is proposed to fill up of the below mentioned posts on deputation basis from among the staff working in Central/State Govts/PSUs.

Sl No.	Name of the post	Pay matrix level	Number of posts likely to be filled up
1	Private Secretary	Level -7	One
2	Personal Assistant	Level- 6	One
3	Senior Accountant	Level -6	Ten
4	Junior Accountant	Level- 5	Two

2. The eligibility conditions to apply for the above posts are given in Annexure-I. Selection of PS/SA/PA/JA will be based on fulfilment of eligibility conditions in each case.
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 application 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 15th September, 2017. Belated/incomplete applications will be rejected.

Sd/-

(V.R. Nagaraja Sharma)

Dy. Controller of Communications Accounts (Admn)

Tel. 080-22350601, FAX. 080-22350604

Email: dycca.kar-dot@nic.in

Encl: As above

(A) Eligibility conditions.

(a) For the post of Private Secretary

Officials of the Central/State Government/ Autonomous bodies holding analogous posts on regular basis in the parent cadre/ department (or) with 3 years' service in the stenographer grade II rendered after Appointment thereto on regular basis in the pre revised pay band 2 and Grade pay of Rs.4200(Revised pay matrix level-6) or equivalent in the parent cadre/ department.

(b) For the post of Personal Assistant

Officials of the Central/State Government/ Autonomous bodies holding analogous posts on regular basis in the parent cadre/ department (or) with 6 years service in the stenographer grade D

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

- (i) Officials holding analogous post in various ministries/ Departments of the Central Government / State Government/ Autonomous Bodies of Central Government on regular basis. OR
Junior Accountants / Auditors who have rendered not less than three years of regular service in the grade.
- (ii) It is desired 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.

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

- (i) Officials holding analogous post 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 :

Signature of the Head of Office/Department

Place :

With official Seal & Telephone No.