

Govt. of India
Ministry of Communication and IT
Department of Telecommunications

Office of the
Controller of Communication Accounts
Haryana Telecom Circle
CTO Building, Lawrence Road
Ambala-133001

Website: www.ccaharyana.gov.in FAX: 0171-2603435

No. CCA/HR/JAO-Deptn/2009-10/

Dated:

OFFICE MEMORANDUM

Sub: Filling of the posts of Junior Accounts Officers in the office of the Controller of Communication Accounts, Haryana Telecom Circle, Ambala, on deputation basis.

The Controller of Communication Accounts, Haryana Telecom Circle, Ambala under the Department of Telecommunications, proposes to fill up from amongst the employees working in Central Government Ministries/Departments/State Governments, some posts in the grade of Junior Accounts Officers, in the Pay Band-2 of Rs 9300-34800 with grade pay of Rs 4800/- on deputation basis.

2. The eligibility conditions for selection to the post are given at Annexure-I

3. The term of deputation will initially be for a period of one year but likely to be extended for a period of three years. The Pay and the terms & conditions of deputation of the officers selected shall be regulated in terms of Ministry of Personnel, Public Grievances and Pension (Department of Personnel & Training) O.M. No. 2/29/91-Estt (Pay II) dated 05.01.1994 and other rules and instructions on deputation from one Central Government Department to other Central Government Department as amended from time to time.

4. It is requested that the names of willing and eligible officers who can be spared on being selected, may be forwarded to the undersigned along with their personal data in the enclosed pro-forma (Annexure-II), duly recommended by the Head of the Department. Attested copies of ACRs for the last 5 years, Integrity Certificate and Vigilance Clearance, should also be sent along with the applications. The last date for receipt of applications has been fixed as 31.08.2009.

Encl.: Annexure I & II and format for Certificate

(SUKHBIR)
Jt. CCA
Tel: 0171-2603899

Copy to:

All Central Government Ministries /Departments/State Governments.

The vacancy circulars can also be downloaded from our website: ccaharyana.gov.in

ANNEXURE-I

Particulars and the eligibility conditions for filling up the posts of Junior Accounts Officers, on deputation basis, in the offices of Controller of Communication Accounts, under the Department of Telecommunications, New Delhi.

1. Name of the post	Junior accounts Officers (P&T Accounts and Finance Service, Telecom. Wing) in the office of Controller of Communication Accounts, Haryana Telecom Circle, Ambala Cantt.
2. Scale of pay	Pay Band-2 of Rs 9300-34800 with grade pay of Rs 4800/-
3. Eligibility	<p>(a) Officers under the Central /State Government:</p> <p>(i) Holding analogous posts of Junior Accounts Officer on regular basis;</p> <p style="text-align: center;">Or</p> <p>(ii) Junior Accountants/ Senior Accountants/ Clerks who have qualified in both part-1 and part II of JAO (Postal) exam with 5 years regular service in the grade as on 01.01.2009.</p> <p style="text-align: center;">Or</p> <p>(iii) Possessing the qualification of pass in the SAS or equivalent examination conducted by any of the organized Accounts, Departments of Central / State Government.</p> <p>The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications</p>
4. Duration	The term of deputation will initially be for a period of one year but likely to be extended for a period of three years.

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Period of deputation including period of deputation in another Ex-cadre post held immediately preceding his appointment in the same or some other organization / Department of the Central Government shall ordinarily not to exceed three years.

PROFORMAApplication for deputation in the grade of JAOs in the Department of Telecom.

- (1) Name of the Official
- (2) Date of Birth & Age
- (3) Whether belongs to SC/ST
- (4) Educational Qualifications
- (5) Rank/Grading and Year of passing of qualifying JAO/SAS Examination
- (6) Post held on regular basis with scale of pay/
Date of working as JAO on regular basis
- (7) Details of present post held
 - (a) Designation of the post
 - (b) Scale of Pay and present pay drawn
 - (c) Date of appointment to the post
 - (d) Nature of appointment to the post
(whether regular/ad-hoc/officiating)
 - (e) Name of the Ministry & Department
where presently employed with full
address and telephone No.
- (8) Details of Employment/experience:

Office/Inst./ Orgn.	Post held	Period	Scale of Pay & Present Pay	Nature of duties
1	2	3	4	5

- (9) Details of deputation held previously;
If any, with full particulars
- (10) Knowledge of computer. If “YES”,
details of qualification/experience.
- (11) Remarks, if any.

Signature of the candidate

**CERTIFICATE TO BE RECORDED BY THE OFFICE/
DEPARTMENT WHILE FORWARDING THE APPLICATION.**

1. Certified that the particulars given by the applicant are true and have been verified from the office record.
2. The applicant, if selected, will be relieved immediately.
3. Up to date CR dossier for the last five years are enclosed.
4. It is certified that no vigilance case is pending or contemplated against him. There is nothing against the candidate, which makes him ineligible for consideration for appointment to the post applied for.
5. No Major/Minor penalty is in force or current against the official.

Sign. Of the Head of
Office/Department
With official Seal
Tel. No.

Date: