

Govt. of India
Ministry of Communication & IT
Department of Telecommunications
FAX 0171-2603435 Tel No. 0171-2603166
No.CCA/HR/Group 'C'-Deptn/2010-11/3



Office of the
Controller of Communication Accounts
Haryana Telecom Circle, CTO Building
AMBALA CANTT-133001

Dated. 08-07-2011

OFFICE MEMORANDUM

Sub: Filling up of Group 'B' (Non-Gazetted) and Group 'C', posts in the office of the Controller of Communications 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 some posts in the following cadres from amongst the employees working in Central Government Ministries/Departments/State Governments, on deputation basis.

| | | | |
|------|------------------------|--------------------------|-----------------------|
| i. | Sr. Accountant | Group 'B' (Non-Gazetted) | PB-2 plus GP Rs. 4200 |
| ii. | Jr. Accountant | Group 'C' | PB-1 plus GP Rs. 2800 |
| iii. | LDC (Telecom Accounts) | Group 'C' | PB-1 plus GP Rs. 1900 |
| iv. | Stenographer | Group 'C' | PB-1 plus GP Rs. 2400 |

2. The eligibility conditions for selection to the posts are given in annexure-I.
3. The term of deputation will initially be for a period of two years and likely to be extended up to three years. The pay and the terms & conditions of deputation of the officers selected shall be regulated in accordance with 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 name of eligible and willing officials who can be spared on being selected, may be forwarded to the undersigned along with their personal data in the enclosed proforma (Annexure II), duly recommended by the Head of the Department, latest by 30.08.2011. Attested copies of ACRs for the last 5 years, integrity Certificate and Vigilance Clearance should also be sent along with the applications.

The Application form and other details can also be downloaded from our website:
www.ccaharyana.gov.in

Encl: Annexure I and II


(Gp. Capt. A.K. Bali)
Jt. CCA Haryana
Tel: + 91-171-2603899

Annexure –I

Particulars and the eligibility conditions for deputation to the posts in Group 'C' of LDC (Telecom Accounts) / Junior Accountant and Stenographer, in the Office of the Controller of Communication Accounts, Haryana.

| S. No | Name of the post | No. of Vacancies | Pay Scale as per revised Pay Structure | | | Eligibility conditions |
|-------|------------------------|------------------|--|--------------------|-----------|--|
| | | | Pay Band | Pay Bands / Scales | Grade Pay | |
| 1 | LDC (Telecom Accounts) | 3 | PB-1 | 5200-20200 | 1900 | Officials holding analogous posts in the State/ Central Government. |
| 2 | Jr. Accountant | 2 | PB-1 | 5200-20200 | 2800 | (i) Officials holding analogous posts in the State/ Central Government; OR (ii) LDC with three years of regular service and having overall good performance. |
| 3 | Sr. Accountant | 6 | PB-2 | 9300-34800 | 4200 | (i) Officials holding analogous posts in the State/ Central Government; OR (ii) UDC with three years of regular service and having overall good performance. |
| 4 | Stenographer | 1 | PB-1 | 5200-20200 | 2400 | Officials holding analogous posts in the State/ Central Government. |

4. Duration: Initially for a period of two years.

ANNIEXURE - II

PROFORMA

APPLICATION FOR DEPUTATION TO THE OFFICE OF THE CCA,
HARYANA UNDER DEPTT. OF TELECOM FOR THE POST
OF.....

- (1) Name :
- (2) Date of Birth :
- (3) Post held at present :
- (4) Present Pay :
- (5) Educational Qualification :
- (6) Work Experience (including computer knowledge) :
- (7) Date from which present post held :
- (8) Brief Service Particulars :
- (9) Nature of appointment i.e. whether ad-hoc or regular:
- (10) Nature of duties performed :
- (11) Whether belongs to SC/ST :
- (12) Whether served in the Deptt. of
Telecom as on deputation basis, :
If so, the period of deputation and
Name of the Circle/Station where
Served

Date :

Place:

Signature of the Applicant

- (1) Certified that the particulars of the official given above have been verified and found to be correct.
- (2) It is certified that no disciplinary or vigilance case is pending or contemplated against the said official. The integrity of the official is also certified.

Signature of the Head of Department