

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/Group 'C'-Deptn/2009-10/

Dated:

OFFICE MEMORANDUM

Sub: Filling up of Group 'C' posts 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, posts in Group 'C' of LDC (Telecom Accounts)], Junior Accountants, Senior Accountants and Stenographer, on deputation basis.

2. The Pay scales (as per Revised Pay Structure) and the eligibility conditions for selection to the above posts are given in Annexure-I
3. The period of deputation will initially be of two years. The pay of the selected officials will be regulated in accordance with the Ministry of Finance OM No. 10/24/E.III/60 dated 4.5.61 as amended from time to time.
4. It is requested that the names of willing and eligible 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 31/08/2009. Attested copies of ACRs for the last 3 years, Integrity Certificate and Vigilance Clearance should also be sent along with the applications.

Encl: Annexure I and II

(SUKHBIR)
Jt. CCA
Tel: 0171-2603899

Copy to:
All Central Government Ministries /Departments/State Governments.

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 :

Signature of the Applicant

Place:

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- (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

Annexure – I

Particulars and the eligibility conditions for deputation to the posts in Group ‘C’ of LDC (Telecom Accounts) / Junior Accountant / Senior Accountant / 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)	2	PB-1	5200-20200	1900	Officials holding analogous posts in the State/ Central Government.
2	Jr. Accountant	1	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.