

Government of India
Ministry of Communication and IT
Department of Telecommunications

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

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

No: CCA/HR/Group 'D'-Deptn/2009-10/

Dated:

OFFICE MEMORANDUM

Sub: Filling up of Group 'D' 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 Group 'D' staff working in Central Government Ministries/Departments/State Governments, posts in Group 'D' of Peon / Frash [Pay Band -1s of Rs.4400-7440 with Pay Grade of Rs 1300/-) on deputation basis.

2. The eligibility conditions for selection to the post 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 31-08-09. A report on their work and conduct 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.

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

ANNEXURE - II

PROFORMA

**APPLICATION FOR DEPUTATION TO THE OFFICE OF THE CCA,
HARYANA UNDER DEPTT. OF TELECOM FOR THE POST OF GROUP 'D'.**

- (1) Name :
- (2) Date of Birth :
- (3) Post held at present :
- (4) Present Pay :
- (5) Educational Qualification :
- (6) Work Experience :
- (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) Any other information
- 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 'D' of Peon / Frash. in the Office of the CCA Haryana under the Department of Telecom.

1. Names of the posts: Group 'D' (Peon / Frash)

2. Scale of pay: Pay Band -1s of Rs.4400-7440 with Pay Grade of Rs 1300/

3. Eligibility: Officials holding analogous posts in the Central/State Secretariat Civil Services Group 'D', who have completed three years of service and are having overall good performance.

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