



Government of India
Ministry of Communications & IT
Department of Telecommunication

Office of the CCA, UP (West) Circle, Brahmपुरi Telephone Exchange, Meerut-250002

No.CCA/UP(West)/Admin/Deputation/2011-12/4514

Filling up of the posts of Assistant Accounts Officer, Sr. Accountant, Jr. Accountant and LDC in the office of the Controller of Communication Accounts, UP(West) Telecom Circle, Meerut on deputation basis.

The O/o Controller of Communication Accounts, Department of Telecommunications, UP (West) Circle) Meerut, intends to fill up vacant posts of Assistant Accounts Officer, Sr. Accountant, Jr. Accountant and LDC on deputation basis. The pay, terms and conditions of deputation of the officers selected shall be regulated in accordance with Ministry of Personnel, Public Grievances and Pension (Department of Personnel & Training) OM, No.2/29/91-Estt (Pay-II), dated 05.01.1994 as amended from time to time & CCS(Revised Pay) Rules, 2008. The selected officers/officials will be posted in Meerut.

The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application. The other eligibility conditions for selection and details of duties attached to the posts of Assistant Accounts Officer, Sr. Accountant, Jr. Accountant and LDC are given in the Annexure-III.

The Head of Departments are requested to forward the applications of willing and eligible officers/officials duly recommended and who can be spared on their being selected. No withdrawal after their selection on deputation will be entertained. Personal data may be sent in the enclosed proforma (Annexure-I) along with Integrity certificate, Vigilance Clearance (Annexure II) and attested photocopies of ACRs/ APARs for last five years to the undersigned so as to reach positively by **15/06/2011**.

S.S. Yadav

Communication Accounts Officer (Admin)

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Annexure III

S. No.	Name of the post	Pay Band and Grade Pay	Eligibility	Duties assigned to the post	Initial period of deputation
1.	Asstt. Accounts Officer	PB-2 Rs. 9300-34800, Grade Pay Rs.4800	a) Officers working under the Central Govt. i) Holding analogous posts of AAOs/SO (A/Cs) on regular basis; or ii) Jr., Sr. Accountants, Clerks/PAs who have qualified in both part-I & II of JAO (Civil)/SAS/SOGE or equivalent examination conducted by any of the Organized Accounts, Deptt. of Central Govt., with five years combined regular service in the cadre as on date. or Sr. Accountant (PB-2, Rs. 9300-34800, Grade Pay Rs. 4200) with six years continuous regular service in the cadre	i) Authorization of Pensionary Benefits and GPF payments to the employees retiring from BSNL and DoT. ii) Checking and Disbursement of USO Claims and Physical Inspection in field. iii) Pension Audit. iv) Collection of Telecom License Fee and Spectrum Charges from various Operators.v) Establishment/ Administration. vi) Checking of Broad sheet of GPF, LSPC, CGEGIS and loans & Adv.	03 Years and likely to be extended from time to time as per Govt. policy.
2.	Sr. Accountant	PB-2 Rs. 9300-34800, Grade Pay Rs.4200	i) Officials holding analogous posts in State/Central Govt./ Autonomous Bodies Or ii) UDC with 3 years of regular service and having good performance	i) Finalization of Pensionary Benefits and GPF payments cases to the employees retiring from BSNL and DoT. ii) Checking and Disbursement of USO Claims. iii) Pension vouching. iv) Collection of Telecom License Fee and Spectrum Charges from various Operators.v) Establishment work. vi) Maintenance Broad sheets of GPF, LSPC, CGEGIS and loans & Adv.	02 Years and can be extended from time to time on the basis of performance.
3.	Jr. Accountant	PB-1 Rs. 5200-20200, Grade Pay-Rs.2800	Officials holding analogous posts in State/Central Govt./ Autonomous Bodies Or LDC with 3 years of regular service and having good performance		
4.	LDC	PB-1 Rs. 5200-20200, Grade Pay-Rs.1900	Officials holding analogous posts in Central/State Government on regular basis.		

Annexure-I

Proforma

**Application for deputation for the post of _____
(Assistant Accounts Officer, Sr. Accountant, Jr. Accountant & LDC)
in the Department of Telecommunications**

- (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 (Applicable for the post of AAO only)
- (6) (i) Post held on regular basis (Desgn.)
- (ii) Scale of Pay or Pay Band & Grade Pay
- (iii) Present pay drawn
- (iv) Date of working as _____ on regular basis.
- (7) Details of present post held
- (a) Designation of the post
- (b) Scale of Pay/Pay Band & Grade 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./ Org	Post held	Period	Scale of Pay/Pay Band & Grade Pay with present pay	Nature of duties
(1)	(2)	(3)	(4)	(5)

(9) Details of deputation held previously if any with full particulars:

Office/Inst./ Org	Post held	Period	Scale of Pay/Pay Band & Grade Pay with present pay	Nature of duties
(1)	(2)	(3)	(4)	(5)

- (10) Knowledge of computer, if 'yes', details of qualification/experience
 - (11) Remarks, if any
- Dated: _____ Signature of the candidate

Note : Please strike out whichever is not applicable.

Annexure-II

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/APAR dossier for the last five years are enclosed.
4. It is certified that no vigilance case is pending or contemplated against him/her. There is nothing against the candidate which makes him/her 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
Tele. No.....

Dated: _____