



Department of Telecommunications

O/o the Controller of Communications Accounts Bihar Circle, CCA Building, Budh Marg, Patna:- 800001
Tel. No. 0612-2223508, Fax No. 0612-2223509

No.CCABR/01/Deputation/05/2016-17/218

NOTIFICATION

Sub: Vacancy circular to fill up Group-B (Gazetted & Non-Gazetted) and Group-C posts in the office of the Controller of Communication Accounts, Bihar Circle, Patna on deputation basis from the officials working in Central/State Govt./PSUs.

The CCA, Bihar Circle, Patna proposes to fill up some of the vacant posts in Gr.-'B' & Gr.- 'C' cadre on deputation basis from among the staff working in Central/State Govts/PSUs as per the details given below:

Grade	Pay Band	Grade Pay	No. of Vacancies	Place of Posting
Accounts Officer (Gr. B- Gazetted)	PB-2 (Rs.9300-34800)	Rs.5400/-	02	Patna
Assistant Accounts Officer (Gr. B- Gazetted)	PB-2 (Rs.9300-34800)	Rs.4800/-	04	Patna
Personal Assistant (Gr. B- Non-Gazetted)	PB-2 (Rs.9300-34800)	Rs.4200/-	01	Patna
Stenographer (Grade-II) Group-C	PB-1 (Rs.5200-20200)	Rs.2400/-	01	Patna
Lower Division Clerks	PB-1 (Rs.5200-20200)	Rs.1900/-	02	Patna
Multi Tasking Staff	PB-1 (Rs.5200-20200)	Rs.1800/-	02	Patna

2. Eligibility conditions to apply for the above posts are given as Annexure A.

3. The period of deputation will be initially for three years and can be further extended by two more years if required in the exigencies of public service.

4. The terms and conditions of deputation as stipulated in DoP & T OM No. 6/8/2009-Estt (Pay II) dated 17-06-2010 are applicable. The age of the applicant shall not exceed 56 years as on the closing date of receipt of application.

The format of applications is appended as Annexure 'B'. The applications from the willing and eligible officials whose services can be spared may be sent along with attested copy of ACRs/APARs for the last 5 years, integrity certificate and vigilance clearance so as to reach the undersigned on or before **16-07-2016** through their departments, duly approved by the Competent Authority. Belated/incomplete application will be rejected.

(Arun Kumar)

Deputy Controller of Communication Accounts

Tel. No. 0612-2213102

Annexure-"A"

Eligibility conditions for applying to posts on deputation in CCA Office.

1. Qualification

(a) For the post of AO [Accounts Officer]

(A) Qualification of AO

Officers/Officials under the Central Government/State Govts/PSUs.

(i) Holding analogous posts of Account Officers on regular basis in parent cadre or department.

OR

(ii) With two years regular service in the grade rendered after appointment thereto on a regular basis in pay band-2 of Rs. 9300-34800 and grade pay of Rs.4800 or equivalent; **or**

(iii) With three years regular service in the grade rendered after appointment thereto on a regular basis in pay band-2 of Rs.9300-34800 and grade pay of Rs.4600 or equivalent: **or**

(iv) Qualified in Subordinate Account Service or equivalent of any of the organized Accounts Services.

(b) For the post of AAO [Assistant Accounts Officer]

(B) Qualification of AAO

Officers/Officials under the Central Government/State Govts/PSUs.

(i) Holding analogous posts of Assistant Account Officers/SO (Accounts) on regular basis. **OR**

(ii) Junior Accountants/Senior Accountants/Auditors/Sr. Auditors/Clerks who have qualified in JAO (Civil) or SAS exam or equivalent examination by any of the organized Accounts of the department of Central government with 5 years of regular service as on the date of the notification. **AND**

(iii) Working knowledge in all modules of MS-Office in Computer.

(c) For the post of PA [Personal Assistant]

(C) Qualification of PA

Officials under the Central Government/State Govts/PSUs.

(i) Holding analogous posts on regular basis in parent cadre/department (or) with three years service in the Stenographers grade after appointment thereto on regular basis in the pay scale of Rs.9300-34800/- with grade pay Rs.4200/- or equivalent in the parent cadre/department with proficient in Shorthand. **AND**

(ii) Working knowledge in all modules of MS Office in Computer including the knowledge of internet to send/receive e-mails.

(D) Qualification of Stenographer (Grade -II) Group-C

Officials under the Central Government/State Govts/PSUs.

(i) Holding analogous posts on regular basis in parent cadre/department (or) with three years' service in the Stenographers grade after appointment thereto on regular basis in the pay scale of Rs.5200-20200/- with Grade Pay Rs.2400/-or equivalent in the parent cadre/department with proficient in Short hand. **AND**

(ii) Working knowledge in all modules of MS Office in Computer including the knowledge of internet to send/receive e-mails.

(E) For the post of LDC

(i) Officials holding same or analogous post in various ministries/departments of Central/State Govt/PSUs on regular basis and

(ii) Working knowledge in all modules in MS-Office in computer.

(F) Multi Tasking Staff (MTS)

Officials holding analogous posts on regular basis in various Ministries/Departments of Central/State Govt./PSUs and having overall good performance.

Age

Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.

Note: The departmental officials in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly Deputationist will not be eligible for consideration for appointment by promotion. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/department of the Central Government shall ordinarily not exceed 3 years.

Annexure 'B'

APPLICATION FOR THE POST OF _____

1. Name of the Official:
2. Date of Birth & Age:
3. Whether belong to SC/ST/OBC
4. Educational Qualification:
5. Whether employee of Central Govt./State Govt.
6. Present Post held/Date from which working:
7. Unit in which working (specify Ministry/Deptt.):
8. Present Pay Scale and Pay:
9. Working experience including extent of working with computer:
10. Service particular from the date of initial Appointment (along with brief of duties Performed):
11. Nature of appointment i.e. whether ad-hoc or regular

12. Details of deputation held previously, if any, with full particulars:

13. Remarks, if any:

Signature of the Candidate

Declaration

1. I hereby declare the my posting on deputation as in the Dept. of Telecom shall not derive any right to me to claim seniority in the said post in respect of the services rendered by me on deputation.
2. I will not claim absorption in the DoT in the said post.
3. I am liable to be repatriated to my parent organization for any inaccuracies in the details noted above or for contravention in any provisions in the rules/orders governing the deputation.

Date:

Place:

Signature of the applicant

Countersigned

Signature of the

Controlling Officer with seal

CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE WHILE FORWARDING THE APPLICATION

1. Certified that the particulars given by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately.
3. Copies of ACR/APAR for the last five (5) years for AO, AAO, PA & Stenographer (Grade-II) Group-C, and three (3) years for LDC & MTS are furnished alongwith the application form.
4. No disciplinary vigilance case is pending or contemplated against the official. There is nothing against the applicant which makes him/her ineligible for consideration for appointment to the post applied for. No major/minor penalty is in force or current against the officials.
5. No Minor/Major penalty is in force or current against the official.

Date:

Signature of the Head of Office with office seal and Tel. No.

Place:

10/24/Central Government/Recruitment/Other/45-above/Deputation/Other than Delhi