



Govt. of India  
Ministry of Communications & IT  
Department of Telecommunications  
O/O Controller of Communication Accounts  
Assam Telecom Circle, Guwahati – 1

No.ASM/CCA/Deputation/2011-12/53

Dated at Guwahati the 26<sup>th</sup> Sept/2014

CIRCULAR

Sub:- *Filling up of vacant posts of AAO/Sr. Accountant & LDCs on deputation to Department of Telecommunications, O/o the Controller of Communication Accounts, Assam Telecom Circle, Guwahati.*

Department of Telecommunications, Govt. of India, O/o Controller of Communication Accounts, Assam Telecom Circle, Guwahati is in need of service of suitable Assistant Accounts Officers, Sr. Accountants & LDCs for filling up the vacant posts on deputation basis from Officials/Employees of Central/State Government Departments. The scale of pay / Pay in pay Band with Grade pay of the selected officers will be regulated in accordance with Dept. of Personnel & Training OM No. 2/29/91-Estt. (Pay II) dtd.05/01/1994 as amended from time to time & CCS (Revised Pay) Rules, 2008. All posts are based at Guwahati as detailed below :

SL No	Name of Cadre	Pay band	GP	No. of Post
1	AAO	9300-34800(PB-2)	4800	11
2	SA	9300-34800(PB-1)	4200	12
3	LDC	5200-20200(PB-1)	1900	10

The eligibility conditions for appointment of Assistant Accounts Officer / Sr. Accountant & LDC on deputation basis are furnished in Annexure-I. Working knowledge in computer is preferable for appointment.

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

The total period of deputation including that in another Ex-cadre post on deputation held immediately preceding his appointment in the same or some other Organization/Department of the Central Government shall ordinarily not exceed three years.

It is requested to forward the names of the willing and eligible candidates along with the following:-

1. The Bio-Data of the officials in the enclosed Format (Annexure-II)
2. Vigilance/Disciplinary Clearance Certificate as per enclosed Format (Annexure-III)
3. Photo copies of ACRs/APRs for last five financial years.

The application form and other details can be down loaded from this office website [www dot.gov.in](http://www.dot.gov.in)

The application should reach the undersigned by 31<sup>st</sup> October/2014

(D. VALTE )

Jt. Controller of Communication Accounts,  
O/o the CCA, Assam Circle, Guwahati-I.

Encl : Annexure (I to III).

Copy for information to:-

1. The Director (SEA), Department of Telecom, Sanchar Bhawan, New Delhi - 110001
2. The Director (PA Adm), Department of Posts, Dak Bhawan, New Delhi - 110001
3. The Chief Post Master General, Assam Circle, Meghdoot Bhawan, Guwahati - 781001
4. The Chief Post Master General, NE Circle, Shillong - 793001
5. The General Manager (PAF), West Bengal Postal Circle, Yogajog Bhawan, Kolkata - 12
6. The Director of Accounts (Postal), Near Guwahati Club, Guwahati - 03
7. The Accountant General (A&E), Assam, Beltola, Guwahati - 29
8. The Secretary (GA & Admn), Govt. of Arunachal Pradesh, Arunachal Pradesh Civil Secretariat, Itanagar - 791111
9. The Secretary, General Administration, Govt. of Assam, Assam Sachivalaya, Dispur, Guwahati - 781006
10. The Chief Accounts Officer/FA, N.F. Railway, Maligaon, Guwahati - 11
11. The Controller of Defence Accounts, Udayan Vihar, Narangi, Guwahati
12. The Directorate General Assam Rifles, Laitkor Peak, Shillong - 07
13. The Director, P & T Audit Office, 7, Koilaghat Street, Kolkata - 700001
14. The Dy. Chief Electoral Officer, O/o the Chief Electoral Officer, Govt. of Arunachal Pradesh, Nirvachan Bhawan, Itanagar - 791111
15. The General Manager, Arunachal Pradesh State Transport Services, Govt. of Arunachal Pradesh, Naharlagun - 791110
16. The Director of (Audit & Pension), Govt. of Arunachal Pradesh, Naharlagun - 791110
17. The Asstt. Director General (Admn), Department of Post, Dak Bhawan, Sansad Marg, New Delhi - 110001
18. The S.E. (PWD), Aalo, West Siang District, Arunachal Pradesh.
19. The Deputy Commissioner, All district of Arunachal Pradesh.



Jt. Controller of Communication Accounts

Annexure-I

Eligibility conditions for appointment of in the grade of AAO/Senior Accountant & LDC on deputation basis.

Name of Post	:	AAO, Sr. Accountant, LDC in the Office of Controller of Communication Accounts, Assam Telecom Circle, Guwahati under the Department of Telecommunications.
Place of Posting	:	Guwahati
Eligibility	:	
a) Asstt. AO	:	Officers working under the Central Government/State Govt. Departments and Autonomous bodies . (i) holding the post of Jr.Accounts Officer/Anologous post on regular basis or (ii) Sr. Accountant/Jr. Accountant/Clerks/PAs who have qualified in both Part-I & Part-II of JAO(Postal exam) with 5 years regular service in the cadre as on date or (iii) Possessing the qualification of passing SAs or equivalent examination conducted by any of the organized Accounts Departments and Autonomous bodies.
b) Sr. Acett.	:	(a) Officials working under the Central/State Government. (i) Holding analogous posts of Jr. Acett/Auditor or Equivalent post in Group C cadre & who have completed 3 years of regular and having overall good performance.
AGE	:	The maximum age limit for appointment on deputation shall not exceed 56 years as on the publication of advertisement.
Duration	:	Period of deputation will be initially for a period of three (3) years.
C) LDC	:	a) Officials working under the Central/State Government. b) Holding analogous posts of LDC or equivalent post in group C cadre & who have completed 3 years of regular service and having overall good performance.
AGE	:	The maximum age limit for appointment on deputation shall not exceed 56 years as on the publication of advertisement.
Duration	:	Period of deputation will be initially for a period of 3(three) years.



APPLICATION FOR DEPUTATION FOR THE POST OF ASSISTANT ACCOUNTS OFFICER  
& SR. ACCOUNTANT IN THE O/o CONTROLLER OF COMMUNICATION ACCOUNTS,  
ASSAM TELECOM CIRCLE, GUWAHATI

1. Name of the Candidate (in capital letter) :
2. Date of Birth & Age :
3. Whether belongs to SC / ST/OBC :
4. Educational Qualifications :
5. Post held on regular basis with scale of pay & Grade pay :
6. Date of working as JAO/ Acctt./UDC/LDC. On regular basis :
7. Brief Service particulars - Details of present post held :
  - (a) Designation of the post :
  - (b) Scale of pay & Grade pay with present pay drawn :
  - (c) Date of appointment to the post :
  - (d) Nature of appointment to the post (Whether regular / Adhoc / Officiating) :
  - (e) Name of the Ministry / Department where presently employed with full address and Telephone Number. :
8. Details of deputation held previously, if any with full particulars :
9. Work experience (specify computer knowledge) :
11. Remarks :

Date :

Place :

Signature of the Applicant

Annexure-III

Certificate to be recorded by the Head of Office / Department while forwarding the application

4. Certified that the particulars given by the applicant are true and have been verified from the service record.
5. The applicant, if selected, will be relieved immediately.
6. ACR dossiers of last 5 years are enclosed.
7. Certified that no vigilance case is pending or contemplated against him / her. There is nothing against the candidate which makes him ineligible for consideration of appointment to the post applied for.
8. No major / minor penalty is in force or current against the official.

Date :

Signature of Head of Office /  
Department with Official Seal  
Telephone No.