



**Government of India**  
**Ministry of Communications & Information Technology**  
**O/O Controller of Communication Accounts**  
**NE-1 Telecom Circle, Shillong-793001**  
**Tele no: 2504527 Fax no: 2227911**

**Notifications**

**NO.CCA/NE-1/ESTT-VOL-III/2011-12 DATED SHILLONG THE 08-05-2014**


**Sub:** Filling up of Vacant Posts of AAOs/Junior Accountant and LDCs. In the O/o the Controller of Communication Accounts, Department of Telecom, NE-1 Circle, Shillong on deputation basis.

Controller of Communication Accounts, Department of Telecom, NE-1 Circle, CTO Building, Shillong-793001 proposes to fill the following vacant post in Group 'B' (Gazetted/ Non-Gazetted) and Group 'C' cadre in the O/o the Controller of Communication Accounts, Department of Telecom, NE-1 Circle, Shillong-793001 on deputation basis as detailed below:-

Sl.No	Name of the cadre	Pay Band	Grade Pay	No. of Post to be filled up
1	JAO/ AAO	9300-34800(PB-2)	4800	11
2	Junior Accountant	5200-20200(PB-1)	2800	2
3	LDC	5200-20200(PB-1)	1900	5

1. The Eligibility conditions for selection of the posts are given in the Annexure-1.
2. The Period of deputation will be initially for 2(two) years and can be extended up to 3(three) years if required under the exigencies of services. The terms and conditions of the deputation will be regulated in terms of Department of Personnel & training OM. NO.22/29/91-Estt (pay II) dated 05.01.1994 and other rules and Instructions issued/amended from time to time.
3. The applications of the willing and eligible officials whose services can be spared on their selection may be sent in the prescribed Proforma (Annexure- II & III) duly recommended by the Head of the Office/ Department with attested copies of the Confidential Reports for the last 5 years, integrity certificate and vigilance Clearance to the Dy. Controller of Communication Accounts of this office. The last date of submission of application to this office along with the annexure is **within 45 days from the date of issue of this notification.**
4. Incomplete applications are liable to be rejected.

Encl: Annexure I, II & III.

D1   
Dy. Controller of Communication Accounts  
O/o CCA, NE-I Circle, Shillong.

ELIGIBILITY CONDITIONS

**A) For the post of JAO /AAO:**

Officers working under the Central Govt. / State Govt. Departments and Autonomous bodies (i) holding the post of Junior Accounts Officer/ Analogous 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 Department Government and Autonomous bodies.

**B) For the post of Senior Accountant:**

Official holding analogous posts in various ministries/ Departments of the Central Government/ State Governments/ Autonomous Bodies of Central Government on regular basis **OR** Jr. Accountants / Auditors who have rendered not less than three years of regular service in the grade.

**C) For the post of Jr. Accountant:**

Official holding analogous posts in various ministries/Departments of the Central Government/ State Governments/ Autonomous Bodies of Central Government on regular basis. **OR** LDCs who have rendered not less than eight years of regular service in the grade.

**OR**

UDCs who have rendered not less than three years of regular service in the grade.

**D) For the post of LDC:**

Official holding analogous posts in various ministries/ Departments of the Central Government/ State Governments/ Autonomous Bodies of Central Government on regular basis.

Note: 1. For all the above posts, candidates possessing computer knowledge & working experience will be given preference.

2. The maximum age limit for appointment by deputation shall not exceed 56 years as on closing date of receipt of application.

ANNEXURE – II – PROFORMA

**APPLICATION FOR DEPUTATION FOR THE POST OF JAO/AAO/SA/JA/LDC IN  
THE O/o The Controller of Communication Accounts, NE-1 Circle, Shillong.**

1. Name of the official
2. Date of birth
3. Whether belongs to SC / ST
4. Educational Qualifications
5. Rank /Grading and year of posting of JAO/SAS of equivalent examination.
6. Post held on regular basis with scale of pay (Pre – revised) Pay Band (Revised)  
Date of working as JAO 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 employment /experience

Office/Institute Organization	Post held	Period	Scale of Pay and Pay	Nature of duties
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9. Details of deputation held previously. If any with full particulars
10. Knowledge of Computer, if yes, details of qualification/experience.

Signature of the Applicant

Date:  
Place:



ANNEXURE – III

DECLARATION

- (I) I \_\_\_\_\_ hereby declare that my deputation as JAO/AAO/ Sr. Acct/Jr. Acct/LDC in the O/o CCA, NE-1 Circle, Shillong, is purely temporary basis and I shall not have any right to claim for seniority in the JAO/AAO/Sr. Acct/Jr. Acct/LDC cadre in Telecom in respect of services rendered by me in Telecom.
- (II) I am not entitled to absorption as JAO/AAO/Sr. Acct/ Jr. Acct/ LDC in the Department Of Telecom and therefore will not resort to lay any claim for the same.
- (III) I will not resort to bring any political pressure for my demands and if anything Happened to do so, I would be liable for repatriation to my parent Department.

Signature of the Official

Place:

Date:

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**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 dossier for the last five years is enclosed
4. It is certified that no Disciplinary/Vigilance case is pending or contemplated against the Official . 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.

Date:

Place:

Signature of the Head of Office/Department  
With official Seal & Telephone No.