



Government of India
Ministry of Communications & IT
Department of Telecommunications
Office of the Controller of Communication Accounts (CCA)
North East Telecom Circle, CTO Building, 2nd Floor, Shillong – 793 001
Tele No. 0364-2501483, Fax No. 0364-2227911
Email: ccanortheast@gmail.com

No: CCA/NE/Deputation-230/2017-18

Dated: 04/07/2017

Notification

Sub: Vacancy Circular to fill up the post of Accounts Officer / Assistant Accounts Officer/Jr. Accountant/ LDC in the O/o the Controller of Communications Accounts, Department of Telecommunications, Govt. of India, North East Telecom Circle, Shillong on deputation basis for the Officers/Officials working in Central/State Government/PSUs – Reg.

Controller of Communication Accounts, NE Telecom Circle, Shillong proposes to fill up some of the vacant posts in Accounts Officer / Assistant Accounts Officer/Junior Accountant/LDC on deputation basis from among the staff working in Central / State Government /PSUs as per the details given below, for the office located at the address above.

Name of the Cadre	Scale of Pay	No. of posts likely to be filled
Accounts Officer	Level -9 (9300-34800 +GP 5400)	02
Assistant Accounts Officer	Level -8 (9300-34800 +GP 4800)	08
Junior Accountant	Level -5 (5200-20200 +GP 2800)	05
LDC	Level -2 (5200-20200 +GP 1900)	03

2).The eligibility conditions to apply for the above posts are given in **Annexure – I**.

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

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

5).The format of application is **appended (Annexure-II to Annexure-VIII)**. The applications from willing and eligible Officers/Officials may be sent along with the **attested copy of ACR/APARs for the last 5 years, integrity certificate and vigilance clearance so as to reach the undersigned on or before 26th September' 2017.**

a). **All the selected Officers/Officials will be provided a land line Service Telephone connection as per entitlement.**

b). **Deputation allowance will be payable as per DOPT ON No.6/8/2009-Estt (Pay-II) dated 17/6/2010. Apart from that allowance, viz House Rent, Transportation etc, will be applicable as per Central Government pay rule.**

6). **Wide publicity may be given in all organizations and their field formations to facilitate early and optimum no. of applications.**

This is issued with the approval of the competent authority.

Accounts Officer (Admn)
O/o the CCA, NE Telecom Circle,
CTO Building, 2nd Floor,
Shillong-793 001

CP-2

To,

- 1) The Chief Secretary, Government of Meghalaya, Main Secretariat Building, Shillong.
- 2) The Chief General Manager Telecom, BSNL, NE-I, Telecom Circle, Shillong.
- 3) The Chief Post Master General, NE Circle, Shillong - 1.
- 4) The Accountant General (Audit), O/o the Accountant General, Shillong - 1.
- 5) The Accountant General (A & E), O/o the Accountant General (A & E), Shillong-1.
- 6) The Controller of Accounts, Ministry of Home Affairs, Old DGAR Complex, Nongrimmaw, Shillong – 11.
- 7) The Controller of Defence Accounts, Area Accounts Office, Ministry of Defence, Shillong-01.
- 8) The Director of Accounts (Postal), NE Circle, Shillong - 1.
- 9) The Chief Commissioner of Income Tax, M.G. Road, Aayakar Bhawan, Shillong-1.
- 10) The Chief Commissioner of Customs & Central Excise, O/o the Chief Commissioner, customs & Central Excise Shillong Zone, Crescens Building, MG Road, Shillong.
- 11) The Commissioner of Income Tax, Govt. of Meghalaya, Income Tax Office, Secretariat Hills, Shillong – 1.
- 12) The Chief Secretary, Govt. of Assam, Dispur, Guwahati-781 001
- 13) The Chief Secretary, Govt. of Mizoram, Aizawl,
- 14) The Chief Secretary, Govt. of Nagaland, Kohima,
- 15) The Chief Secretary, Govt. of Arunachal Pradesh, Itanagar,
- 16) The Chief Secretary, Govt. of Tripura, Agartala,
- 17) The Pr. CCA, Telephone House, 8 Hare Street, 2nd & 4th Floor, Kolkata-700 001.
- 18) The Chief Electoral Officer, Itanagar/Kohima/Manipur/Aizawl/Assam & Tripura,
- 19) The Directorate of Census, Meghalaya/Itanagar/Assam/Kohima/Aizawl & Tripura.
- 20) The Director (SEA) DoT HQ, Sanchar Bhawan, 20 Ashoka Road, New Delhi-1, **with requested to give wide publicity.**
- 21) The Director (IT), Sanchar Bhawan, 20 Ashoka Road, New Delhi-1, **with request to publish this in the official website of DoT.**
- 22) Office website of this office.
- 23) Notice Board.

Accounts Officer (Admn)
O/o the CCA, NE Telecom Circle,
CTO Building, 2nd Floor,
Shillong-793 001
T/No.0364-2501483

Annexure – I

**Particulars and Eligibility conditions fill up the post of
Accounts Officer, in the O/o the CCA, NE-I Circle, Shillong**

Name of the Post	<u>Accounts Officer,</u>
Eligibility	Officers working under the Central /State Government/PSUs. (i) Accounts Officer on regular basis. Or, (ii) Holding analogous post of Accounts Officer on regular basis, possessing the qualification of pass in SAS or equivalent examination conducted by any of the organized Accounts Departments of Central. Or, (iii) Asst. Accounts Officer (Pay Band – 2 of Rs. 9300-34800 with GP of Rs. 4800) with 5 years regular service in the grade as on date. iv).Working knowledge in all the modules of ‘Ms – Office/Excel’.
<u>Particulars and Eligibility conditions fill up the post of Assistant Accounts Officer, in the O/o the CCA, NE-I Circle, Shillong</u>	
Name of the Post	<u>Assistant Accounts Officer</u>
Eligibility	Officers working under the Central /State Government/PSUs i). Holding analogous post of Jr.AOs/AAOs on regular basis or ii).Jr/Sr. Accountant, Clerks/ PAO who have qualified in both Part-I & Part-II of JAO or Iii).Possessing the qualification of passing the SAS or equivalent examination conducted by any of the organised Accounts Department of Central/State government. iv).Working knowledge in all the modules of ‘Ms – Office/Excel’
<u>Particulars and Eligibility conditions fill up the post of Junior Accountant, in the O/o the CCA, NE-I Circle, Shillong</u>	
Name of the Post	<u>Junior Accountant</u>
Eligibility	i).Official holding same/analogous posts in various ministries/departments of Central/State Govt./PSUs on regular basis; Or ii). LDC who have rendered not less than eight years of regular service in the grade, Or iii).UDCs who have rendered not less than three years of regular service in the grade. iv). Working knowledge in all the modules of ‘Ms – Office/Excel’
<u>Particulars and Eligibility conditions fill up the post of Lower Division Clerk (LDC), in the O/o the CCA, NE-I Circle, Shillong</u>	
Name of the post	<u>Lower Division Clerk (LDC)</u>
Eligibility	i). Official holding same/analogous posts in various ministries/department of Central/State Govt./PSUs on regular basis. ii). 12 th Pass or equivalent from a recognised Board or University, iii). A typing speed 35 WPM in English or 30 WPM in Hindi on computer.

