

कार्यालय

नियंत्रक संचार लेखा

संचार एवं सूचना प्रौद्योगिकी मंत्रालय,
प्रथम तल, दूरसंचार भवन,
होशंगाबाद रोड, भोपाल-462015,
फोन 2765466 फैक्स 2767666



Govt. of India

OFFICE OF
Controller of Communication Accounts
Ministry of Communication & I.T.
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Hoshangabad Road, Bhopal – 462 015,
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No. CCA/MPT/Just of Post/Deput/F-132/3195

Dated: 28-03-2011

Subject :- Filling up of Gr. B and Gr. C posts on deputation basis.

The O/o Controller of Communication Accounts, Department of Telecom MP Bhopal proposes to fill up vacant posts in P/S Gr. 'B' Gazetted, PA/Steno grade I (Gr.B non gazetted) PA/Steno grade II(Gr.C non gazetted) and Group "C" Posts of LDC, Junior Accountants and Sr. Accountants on deputation basis.

The pay, terms and conditions of service of the officials on deputation shall be regulated in terms of Ministry of personal, public Grievances and Pension (Department of Personal and Training) O.M. No. 2/29/91-Estt. (pay-II) dated 05-01-1994 and other Rules and instructions on deputation from one central Government Department to other Central Government /Department as amended from time to time. The place of posting will be at Bhopal. Willing and eligible officials may send their personal data in the prescribed proforma duly recommended by the Head of Department, attested copies of confidential reports for the last five (5) years, integrity certificate and vigilance clearance by name to the undersigned within one month from the date of issue of this circular. The applicants will not be allowed to withdraw their applications once submitted.

Duties of Sr. Accountant, Jr. Accountant and LDC includes work related to service matters and establishment, cash etc, settlement of pension cases and work related to pension claims, Settlement of GPF payments cases, work related to Banks, work related to USO claims and settlement thereof and work related to collection of License Fees and Spectrum charges.

Particulars and eligibility conditions for transfer on deputation basis for P/S, PA, Steno Sr. Acctt. and Jr. Acctt. and LDC is enclosed as **Annexure-I**. Proforma of application for deputation in the grade of PA, PS, Steno, Sr. Account, Jr. Accountant and LDC is enclosed as **Annexure-II**

Sd/-

(Satish Kumar)

Jt. Controller of Communication Accounts
O/o the CCA,MP Circle, Bhopal

Particulars and Eligibility Conditions for Transfer on Deputation Basis for P/S, PA, Steno, Sr. Acctt., Jr. Acctt. & LDC

S. No	Name of the post	Pay Scale (Revised)	Eligibility Conditions	Age	Duration
1	2	3	4	5	6
1	P.S. (Gr.'B' Gazetted)	PB-2 9300-34800+ 4600 (GP)	I) Officers of the Central/ State Govt. holding analogous posts on regular basis, in the parent cadre/department or II) with 3 years service in the Stenographers grade rendered after appointment thereto on regular basis in the pay scale of Rs. 5500-9000 or equivalent in the parent cadre/department or 6 years combined service in the pay scale of Rs. 5500-9000 and Rs. 5000-8000 or equivalent in the parent cadre/department in the Stenographer grade I and II.	The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of applications	<p>Period of deputation for Serial No. 1-3 will initially be for a period of 3 years and likely to be extended from time to time as per Govt. policy.</p> <p>Period of deputation for Serial No.-4 will initially be for a period of 2 years and likely to be extended from time to time as per Govt. policy.</p>
2	PA/Steno Grade-I (Gr.'B' Non Gazetted)	PB-2 ₹ 9300-34800+ 4200 (GP)	I) Officials of the Central/State Govt. holding analogous posts on regular, in the parent cadre/department or II) with 3 years service in the Stenographer grade rendered after appointment there to on a regular basis in the pay scale of Rs. 5000-8000 or equivalent in the parent cadre/department		
3	PA/Steno Grade-II (Gr.'C' Non Gazetted)	PB-1 ₹ 5200-20200+ ₹ 2400(GP)	Officials of the Central/State Govt. holding analogous posts on regular basis, in the parent cadre/department and possessing the requisite qualifications prescribed for direct recruitment i.e. i) 12 th Class pass or equivalent from a recognized Board or university ii) Skill Test norms Dictation: 10mts@80w.p.m Transcription: 65mts. (Eng), 75mts (Hindi) on Manual Typewriter) or 50mts (Eng), 65mts (Hindi on Computer.) Note: <i>The department officials in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationists 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. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of application</i>		
4	LDC	PB.1 ₹ 5200-20,200+GP 1900	Officials holding analogous posts in Central /State Government on regular basis.		
	Junior Accountant	PB.1 ₹.5200-20,200+GP 2800	LDC with 3 years of regular service for Jr. Accountant and having overall good performance.		
	Sr. Accountant	PB.2 ₹ 9300-34,800 +GP 4200	UDC with 3 years of regular service for Sr. Accountant and having overall good performance in the department of Central Govt./State Govt.		

Sd/-

(Satish Kumar)

Jt. Controller of Communication Accounts
O/o the CCA,MP Circle, Bhopal

**Proforma of Application for Deputation in Grade of PA, PS, Steno,
Sr. Accountant Jr. Accountant and LDC**

1	Name of the official	:	
2	Date of Birth and Age	:	
3	Whether belongs to SC/ST	:	
4	Date of entering in Govt. service	:	
5	Educational Qualifications	:	
6	Details of present post held	:	
(a)	Designation of the post	:	
(b)	Scale of 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 Ministry/Department where presently employed with full address and telephone No.	:	

7 Details of employment experience :

Office/Inst./Orgn.	Post held	Period	Scale of Pay & Present pay	Nature of duties

8	Details of deputation held previously: if any, with full particulars.	:	
9	Knowledge of computers. If "Yes" details of qualification/experience.	:	
10	Remark ,if any	:	

Note : Please strike out whichever is not applicable.

Signature of the candidate

**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 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.

Date :

Signature of the Head of Office
Department, with official seal.