

**No. 20-2/2010-SEA-II (Part-I)**  
**Government of India**  
**Ministry of Communications & Information Technology**  
**Department of Telecommunications**  
**Sanchar Bhavan, 20, Ashoka Road,**  
**New Delhi – 110 001.**

Dated: 24<sup>th</sup> June 2011

**OFFICE MEMORANDUM**


**Subject: Filling up of posts of Assistant Accounts Officer, Group 'B' gazetted in the Department of Telecommunications on deputation basis from other Departments/Offices – regarding.**

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The Department of Telecommunications proposes to fill up the vacant posts of **Assistant Accounts Officers** in DoT HQ, New Delhi from amongst the officials working in the various Ministries/Departments of Government of India or working in the various departments of Government of NCT of Delhi, on deputation basis.

2. The eligibility conditions for selection to the post of AAO is given at Annexure –I.
3. Brief description of the duties attached to the post is given in Annexure – II
4. Pro-forma for submission of applications given in Annexure-III.
5. The period of deputation will be initially for one year, which can be extended further depending upon the necessity and requirement of the Department. The pay and terms and conditions of deputation of the officer selected shall be regulated in terms of Ministry of Personnel Public Grievances and Pension (Department of Personnel and Training) OM No. 2/29/91-Estt(Pay II), dated 05.01.1994, DoP&T OM.No. AB.14017/30/2006-Estt. (RR) dated 29-11-2006, O.M. No.2/6/2009-Estt. (Pay II) dated 25-02-2009 and O.M. No. 6/8/2009-Estt(Pay II) dated 17.06.2010 and other rules and instructions on deputation from one Central Government Department to other Central Government Department as amended from time to time.
6. The Heads of the Departments are requested to forward the applications of the willing and eligible officials duly recommended and who can be spared on their being selected. No withdrawals, after their selection on deputation, will be entertained. Personal data may be sent in the enclosed pro-forma (Annexure-III), (ii) along with attested true copies of ACRs for the last 5 years, (iii) Integrity certificate, and (iv) Vigilance clearance to the undersigned so as to reach positively by 31.08.2011. Applications received after the last date for submission (31.08.2011) will not be entertained.

Encl: Annexure I, II and III

  
**(V.R. Nagaraja Sharma)**  
**Asstt. Director General (SEA)**  
**Ph: 2303 6213**

Copy forwarded to:

1. All Ministries/Departments of Govt. of India, Delhi/New Delhi.
2. DDF (PAF), DOP, DaK Bhawan, New Delhi
3. Comptroller and Auditor General, Bahadur Shah Zafar Marg, New Delhi.
4. Controller General of Accounts, Lok Nayak Bhavan, Khan Market, New Delhi.
5. Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantt-110010.
6. Joint Director (Estt), Railway Board, New Delhi.
7. Controller of Accounts, Ministry of Personnel Public Grievances & Pension, B Wing, 3<sup>rd</sup> floor, Lok Nayak Bhavan, New Delhi.
8. Director of Accounts, Cabinet Secretariat, East Block IX ,Level VII, R. K. Puram, New Delhi-110066
9. The Services Department, Govt. of NCT of Delhi, 7<sup>th</sup> Level, Delhi Secretariat, IP Extension, New Delhi 110002
10. DS (L&A)/SO (PP). It is requested that the vacancy circular may be given wide publicity by way of publishing it in the "Employment News" on DAVP rates.
11. DIR (IT), DoT HQ. It is requested that the vacancy circular may be uploaded in the DOT Website.
12. Guard file/Spare.



(Rajesh Kumar)

Asstt. Accounts Officer (SEA-II)

Ph: 2303 6373

Annexure-I

**Particulars and eligibility conditions to fill up the post of Assistant Accounts Officer in the Head quarters of Department of Telecom, New Delhi**

1. Name of the Post	Assistant Accounts Officer Group 'B' Gazetted (Accounts and Finance Service, Telecom. Wing) in the DoT Hqrs., Sanchar Bhawan, New Delhi.
2. Pay band + Grade Pay	PB-2 (Rs.9300-34800) + Rs.4800
3. Eligibility	Officers under the Central Government or Government of NCT Delhi  (i) Holding analogous posts of Assistant Accounts Officer/ SO(A/cs) on regular basis  or  Junior Accountants/ Senior Accountants/ Auditors /Sr. Auditors/Clerks who have qualified in JAO(Civil) or SAS Exam or equivalent examination conducted by any of the organized Accounts of the Departments of Central Government with 5 years regular service in the grade as on the <b>date of this notification.</b>  and  (ii) Working knowledge in all the modules of 'MS Office'
4. Age	Not exceeding 56 years as on the <b>date of this notification.</b>

Brief description of the duties attached to the post

The main items of work attached to the post of AAO in Department of Telecom are as under:-

1. All matters related to Administration, Finance advice, Pension/Family pension, DCRG, Commutation payment, CGEGIS, Pay and allowances, GPF, loan and advances to Govt. servants and Budget, Plan, Internal Audit and Audit co-ordination.
2. Settlement of all residual claims of Govt. with PSUs.
3. Assessment and collection of License Fee/spectrum charges.
4. Universal Subsidy Disbursement.

## P R O F O R M A

**APPLICATION FOR DEPUTATION IN THE GRADE OF ASSISTANT ACCOUNTS OFFICER IN  
THE TELECOM DIRECTORATE, SANCHAR BHAWAN, NEW DELHI**

- (1) Name of the official:
- (2) Date of Birth & Age:
- (3) Whether belongs to SC/ST:
- (4) Educational Qualifications:
- (5) Rank/Grading and year of passing of Qualifying JAO/SAS Examination:
- (6) Post held on regular basis with scale of Pay/  
Date of working as JAO/AAO on regular basis:
- (7) 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 the Ministry & Department  
where presently employed with full  
address and telephone No:
- (8) Details of Employment/experience:

Office/Inst./ Orgn.	Post held	Period	Scale of Pay & Present Pay	Nature of duties
1	2	3	4	5

- (9) Details of deputation held previously;  
If any, with full particulars:

(10) Knowledge of working on computer  
If 'Yes", details of qualification/  
Experience/areas in which worked:

(11) Remarks, if any:

Date:

Place:

**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 dossiers for the last five years are 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 ineligible for consideration for appointment to the post applied for.
5. No Major/Minor penalty is in force or current against the official.

**Sign. Of the Head of office/Department,  
with Official seal Tele.No.**

**Date :**