

**No.02-01/2022-SEA-I**  
**Government of India**  
**Ministry of Communications**  
**Department of Telecommunications**  
**Sanchar Bhawan, 20, Ashoka Road,**  
**New Delhi 110001**

Dated: 05.12.2022

**OFFICE MEMORANDUM**

**Sub: Filling up of the posts in Junior Administrative Grade/ Non-Functional Selection Grade of Indian P&T Accounts and Finance Service Group 'A' on deputation basis.**

Applications are invited from eligible officers to fill up some posts on deputation basis at the level of Director/Joint CCA/Director of Accounts (Postal) in the various offices of the Department of Telecommunications and Department of Posts in the Junior Administrative Grade of Indian P&T Accounts and Finance Service Group 'A' in Level-12 of Pay Matrix (Rs.78,800- 2,09,200-) and Level-13 of Pay Matrix (Rs.1,23,100-2,15,900-). The initial period of deputation shall be three years. The standard terms and conditions of the deputation will be regulated in accordance with the DOP&T OM No.6/8/2009-Estt.(Pay II) dated 17.06.2010 and its subsequent amendments. The CCA/ DAP offices are spread across the capital cities of states of India.

2. Names of officers who are willing and eligible (**as per Annexure I**) and who can be spared, may be sent along with bio-data (**as per Annexure-A**) with preference of station, APAR dossiers (or attested copies thereof) for the last five years, vigilance clearance, Integrity Certificate and major/ minor penalties imposed, if any, during the last 10 years of service, to reach **Sri. Rajesh Kumar Singh, Under Secretary (SEA-I), 7<sup>th</sup> Floor, Room No.710, Sanchar Bhawan, New Delhi 110 001 latest by 20.01.2023.**

3. To expedite the process, advance copy may also be sent.

Encl: As Above.

  
**(V.S. Arvind)**  
**Director (SEA)**  
**Ph. No.011-2303-6059**

To,

1. The Comptroller and Auditor General, Indian Audit and Accounts Service (IAAS), Pocket-9, Pd. Deendayal Upadhyaya Marg, Near Mata Sundari College, New Delhi-110 124.

2. The Finance Commissioner, Indian Railways Accounts Service (IRAS), Ministry of Railway, Rail Bhawan, New Delhi-110 001.

3. The Controller General of Defence Accounts, Indian Defence & Accounts Service (IDAS), Ministry of Defence, Ulan Batar Road, Palam, Delhi Cantt- 110 010.
4. The Controller General of Civil Accounts, Indian Civil Accounts Service (ICAS), Ministry of Finance, Mahalekha Niyantak Bhawan, GPO Complex, Block-E, Aviation Colony, INA Colony, New Delhi-110 023.
5. The Adviser IES Cadre, Room No.34a, Department of Economic affairs, North Block, New Delhi-110 001.
6. Secretary & CSI, Indian Statistical Service (ISS), 204, Second Floor, Khurshedlal Bhawan, Janpath, New Delhi-110 001.
7. Chief Advisor (Cost), Indian Cost Accounts Service (ICoAS), Dept of Expenditure, Ministry of Finance, "C" Wing, 2nd Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110 003.
8. Vice Chief of Air Staff (VCAS), Air Head quarters, Vayu Bhawan, New Delhi-110 106..
9. Director (Admin), Do P&T (Cadre Controlling Authority of Central Secretariat Service), North Block, New Delhi-110 001.
10. All Chief Secretaries of all State Government/Union Territories of India.
11. All Pr.CsCA/CsCA with a request to have a liaison with the respective State Government.
12. Director (Admin), Department of Revenue, Ministry of Finance, North Block, New Delhi-1.
13. Under Secretary (SEA-II), DOT(HQ) for posting the O.M on DOT Website.

Eligibility conditions for deputation to the posts of Director in JAG

|   |                      |   |
|---|----------------------|---|
| 1 | Name of the Post     | Director/Joint Controller of Communication Accounts/Director of Accounts (Postal)   |
| 2 | Grade & Scale of Pay | Junior Administrative Grade of Indian P&T Accounts and Finance Service Group 'A'.<br>Level 12 in the Pay Matrix (Rs.78,800 – 2,09,200)<br>&<br>Junior Administrative Grade (Non-Functional Selection Grade) of Indian P&T Accounts and Finance Service Group 'A'.<br>Level 13 in the Pay matrix (Rs.1,23,100 – 2,15,900)  |
| 3 | Job Profile          | The officers are expected to be experienced and well versed in Accounts, Finance & Audit in Government, Revenue Collection / Management, Budget, Planning, General Administration and Establishment matters, Proficiency in IT Skills as well as Soft Skills is highly desirable.   |
| 4 | Eligibility          | <p><b>1. For JAG – NFSG :</b><br/>Officers holding analogous posts belonging to Central Service Group 'A' / State Government Services Group 'A'</p> <p><b>2. For JAG:</b><br/>Officers holding analogous posts belonging to Central Service Group 'A' / State Government Services Group 'A'<br/>(OR)<br/>Officers in the Senior Time Scale with 5 years regular service in Level 11 in the Pay matrix (Rs.67,700 – 2,08,700)</p> <p>3. The officers having above eligibility and working in State Government / Union Territories/ Autonomous bodies/ may also apply for the above posts.</p> <p>4. Officers would have experience of working as Accounts/Finance Officers.</p> <p>5. Preference would be given to officers of the Organized Accounts &amp; Finance Cadre.</p> |

ANNEXURE - A

CURRICULAM VITAE PRO FORMA

1. Name and Address (in Block letters) ...
2. Date of Birth (in Christian era) ...
3. Date of retirement under Central / State Government rules ...
4. Educational Qualifications ...
5. Whether qualifications required for the post are satisfied. (if any Qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same) ...

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|           | Qualifications / Experience required | Qualifications / Experience possessed by the officer |
|-----------|--------------------------------------|--|
| Essential | (1)                                  |  |
|           | (2)                                  |  |
|           | (3)                                  |  |
| Desired   | (1)                                  |  |
|           | (2)                                  |  |

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6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post ...
7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient ...

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| Office / Institution | - | Post held | - | From | To | - | Scale of Pay and Basic Pay | - | Nature of duties |
|----------------------|---|-----------|---|------|----|---|----------------------------|---|------------------|
|                      |   |           |   |      |    |   |                            |   | (in detail)      |

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8. Nature of present employment, i.e., *ad hoc* or Temporary or Quasi-Permanent or Permanent ...

9. In case the present employment is held on Deputation / contract basis, please state,
- (a) The date of initial appointment ...
  - (b) Period of appointment on deputation/ ...  
Contract
  - (c) Name of the parent office/organization to which you belong ...

10. Additional details about present employment ...

Please state whether working under (indicate the Name of your employer against the relevant column

- (a) Central Government ...
- (b) State Government ...
- (c) Autonomous Organization ...
- (d) Government Undertaking ...
- (e) Universities ...
- (f) Others ...

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade ...

12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale ...

13. Total emoluments per month now drawn ...

14. Additional information, if any, which you would like to mention in support of your suitability for the post (This among other things may provide information with regard to

- (i) Additional academic qualifications
- (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)....

(NOTE- Enclose a separate sheet, if the space is insufficient).

15. Please state whether you are applying for deputation(ISTC)/Absorption/Re-employment Basis (Officers under Central/State Government are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract.) ....

16. Whether belongs to SC/ST .....

17. Remarks:

(The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/ Scholarship / Official appreciation/ Bodies / Institutions / Societies and (iv) any other information. ....

(NOTE--Enclose a separate sheet, if the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date.....

Signature of the candidate  
Address.....  
.....

Countersigned

.....  
.....

(Employer with Seal)

**Certificate by the Employer/ Cadre Controlling Authority**

1. The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses the required qualifications and experience mentioned in the vacancy circular.
2. Also, certified that,
  - a) There is no Vigilance or disciplinary or criminal case is pending/ contemplated against the officer, Sri. \_\_\_\_\_.
  - b) The Integrity of Sri. \_\_\_\_\_ is certified.
  - c) The attested copies of Appraisal Reports of Sri. \_\_\_\_\_ for the last five years is attached.
  - d) No major/ Minor penalty was imposed against Sri. \_\_\_\_\_ during the last 10 years (Or) The statement of Major/ Minor penalty imposed against Sri. \_\_\_\_\_ during the last 10 years is attached.

Place:

Signature of  
Cadre Controlling Authority/  
Forwarding Officer with seal

Date: