

No. 49/71/2013-6SIJ
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 21st August, 2013.

To

All concerned IAS / HCS Officers.

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

Madam/ Sir,

I am directed to refer to the subject cited above and to say that a copy of office memorandum No. 2-I/2013-SEA I, dated 26.07.2013 received from Government of India, Ministry of Communications & IT, Department of Telecommunications, New Delhi is uploaded on the web site (esharyana.gov.in) and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data with an application to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,


(SATISH SHARMA)
Superintendent Services-II.

INTERNAL DISTRIBUTION
e-champion

NO. 2-1/2013-SEA
Government of India
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road,
New Delhi - 110001.

Dated: 26.07.2013

OFFICE MEMORANDUM

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

In partial modification of this office OM of even number dated 01.05.2013 on the subject mentioned above, it is stated that the Department of Telecommunications may consider absorption of the officers at a later stage keeping in view the requirement and suitability of the officers and the decision of the Department of the Telecommunications will be final in this regard. Officers who are willing to be considered for absorption in case an offer is made by Department of Telecommunications, may specifically indicate so.

1. The above may kindly be brought to the notice of the eligible officers.
2. This issues with the approval of the competent authority.

(Signature) Anjana Sinha
Director (SEA)

To

1. The Controller General of Accounts, Ministry of Finance, Lok Nayak Bhawan, Khan Market, New Delhi (For officers of ICAS).
2. The Comptroller and Auditor General of India, New Delhi (For Officers of Indian Audit and Accounts Service).
3. The Controller General of Defence Accounts, Ministry of Defence, West Block V, R K Puram, New Delhi-110065.
4. Finance Commissioner, Ministry of Railways, Railway Board, New Delhi (For officers of Indian Railways and Accounts Service).
5. Do P&T (Cadre Controlling Authority of Central Secretariat Service), North Block, New Delhi.
6. All Chief Secretaries of all State Governments/ Union Territories of India. They are requested to forward applications of eligible officers to this office through the O/o Pr. Controller of Communication Accounts/ Controller of Communication Accounts of the respective Telecom Circle. List of these CCA offices alongwith their addresses are at Annexure-III.
7. CMD, BSNL/MTNL.
8. All P&T CCA/CCA with a request to liaise with the respective State Government and forward the applications received from eligible officers of State Government to this office as and when necessary.
9. Director (IT), DOT Hqs for posting the O.M on DOT Website.

Ms. 2-1/2013-SEA-1
Government of India
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road,
New Delhi -110001.

Dated: 31.05.2013

OFFICE MEMORANDUM

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

Services of suitable officers satisfying the eligibility conditions given in the **Annexure -I** are sought for filling up some posts of Director/Joint C.A. Director of Accounts [Postal] in the various offices of the Department of Telecom and Department of Posts in the Grade of Junior Administrative Grade [Pay Band 30100 + 7600 (Grade Pay)] of Indian P&T Accounts and Finance Service Group 'A' on deputation basis. Officers in the Pay Band - 4 [Pay Scale Rs. 37400 to 70000 and Grade Pay Rs. 8700] are also eligible to apply. The initial period of deputation shall be three years. The standard terms and conditions of deputation will be regulated by the Government of India (DoT) vide No. 110/001 dated 15.07.2013.

2. It is requested that the names of officers, who are willing and eligible (as per **Annexure I**) and who can be spared, may be sent along with the bio data (as per **Annexure-A**) with preference of station, APAR dossiers (or attested copies thereof) for the last five years and vigilance clearance, by name to **Shri H.M. Sharma Assistant Director General (SEA- I), DoT, Room No. 521, Sanchar Bhawan, New Delhi 110 001** so as to reach this office latest by **15.07.2013**. Stations where vacancy exists are given in **Annexure-II**.

3. This circular may be given wide publicity within all the departments/organisations.

4. The candidates who apply for the above posts will not be allowed to withdraw their candidature subsequently.

(Anilabha Sinha)
Director (SEA)

To

1. The Comptroller General of Accounts, Ministry of Finance, Sanchar Bhawan, Room No. 110, New Delhi (For officers of ICAS)
2. The Comptroller and Auditor General of India, New Delhi (For officers of Indian P&T and Accounts Service).

3. Joint Secretary (Gen. Secy. Defence Accounts), Ministry of Defence, West Block-V, R.K. Puram, New Delhi-110065.
4. Finance Commissioner, Ministry of Railways, Railway Board, New Delhi (For officers of Indian Railways and Accounts Sec. only)
5. Do P&T (Cadre Controlling Authority - Central Secretariat Service), North Block, New Delhi.
- ✓ 6. All Chief Secretaries of all State Governments/ Union Territories of India. They are requested to forward applications of eligible officers to this office **through the O/o Pr. Controller of Communication Accounts/ Controller of Communication Accounts of the respective Telecom Circle**. List of these CCA offices alongwith their addresses are at Annexure-III.
7. CMD, BSNL/MTNL.
8. All Pr CsCA/CsCA with a request to liaise with the respective State Government and forward the applications received from eligible officers of State Government to this office for further necessary action.
9. Director (IT), DOT Hqrs for posting the O.M on DOT Website

Advertisement for Recruitment to posts of P&T Accounts

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' in the Scale of pay of Rs. 15600-39100 + 7600 Grade pay % Non Functional Selection Grade of Indian P&T Accounts and Finance Service Group 'A' in the Scale of Pay of Rs. 37400-67000 + 8700 Grade Pay
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.		For JAG: Officers belonging to Central Service Group 'A' / State Government Services Group 'A'. For JAG: Officers holding analogous posts belonging to Central Service Group 'A' / State Government Services Group 'A'. (OR) 2. Officers in the Senior Time Scale with 5 years regular service or 9 years of approved service in Group 'A' 3. The officers having above eligibility and working in State government / Union Territories / Semi Government / PSUs / Autonomous Bodies / BSNL / MTNL may also apply for the above posts. 4. Officers should have experience of working as Accounts / Finance Officer. 5. Preference would be given to officers of the Organized Accounts / Finance Group.

1. Vacancies in the following:

Station where vacancies exist in the Office of the Controller of Communication
Accounts [CCAs] / Director [Postal Accounts]

Guwahati

Patna

Raipur

Ahmedabad

Amritsar

Shimla

Bangalore

Bhopal

Coimbatore

Delhi

Bhubaneswar

Chandigarh

Jaipur

Chennai

Mumbai

Delhi [Vacancies in HQrs of Deptt of Telecom & Deptt of Posts as well as in Pr.CCA
office]

Controller of Communication Accounts,

Telecom Circle,

1st Floor, Annamalai Block,

Madurai - 625 001

Phone - 251 033

Controller of Communication Accounts,

Kerala Telecom Circle,

2nd Floor, Annamalai Block,

CMC Compound, Palace Road,

Bangalore - 560 001

Controller of Communication Accounts,

Kerala Telecom Circle,

Door Number 11, Bhuwan,

PM 1, Junction,

Vikram Bhawan,

Trivandrum - 695 033

Pr. Controller of Communication Accounts,

Madurai Bhuwan House,

2nd Floor, 11th N,

Madurai Road,

Madurai - 625 001

Controller of Communication Accounts,

3rd Floor, Wing,

11th B, Ashram Building,

Julu Danda, Telecom Complex,

Chandigarh (V),

Munshi - 160 004

Controller of Communication Accounts,

11th Telecom Circle,

2nd Floor, CTO Building,

Shillong - 793 001

Controller of Communication Accounts,

Orissa Telecom Circle,

1st Floor,

11th B Building,

11th Bhuwan - 751 001

Controller of Communication Accounts,

11th Telecom Circle,

1st Floor,

11th B Building,

11th Bhuwan - 751 001

Controller of Communication Accounts,

11th Telecom Circle,

1st Floor,

11th B Building,

11th Bhuwan - 751 001

Dy. Commr. (Accounts) - 10/10/80
Accounts Section, Telecom Circle,
Circular Road, Sec. 1, Gandhinagar,
P.O. 110 011

Pr. Commr. (Accounts) - 10/10/80
3rd Floor,
Tirumala Complex, Abids,
Hyderabad - 500 001

Controller of Communication Accounts,
Assam Telecom Circle,
9th Floor, New Admin. Bldg.,
Batali Complex, Pan Bazar
Guwahati - 781 001

Controller of Communication Accounts
2nd Floor, GPO Annex Building
Patna - 800 001

Jt. Controller of Communication Accounts,
Chhattisgarh Telecom Circle,
Room No. 405,
Devi Banchari Bhawan, C.E. Road,
Raipur - 492 001

Accounts Section - 10/10/80

Controller of Communication Accounts,
Gujarat Telecom Circle,
7th Floor,
P&T Admin. Building, Khanpur,
Ahmedabad - 380 001

Controller of Communication Accounts,
Haryana Telecom Circle,
107 The Mall Road
Ambala Cantt. - 133 001

Controller of Communication Accounts,
Himachal Pradesh Telecom Circle,
Block No. 10A,
S.D.A. Complex,
Karnahalli,
Shimla - 171 001

Controller of Communication Accounts,
Jammu & Kashmir Telecom Circle,
8th Floor, 1st Block, New,
P.O. 180 001,
Jammu - 180 001

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Controller of Communication Accounts
 Tamil Nadu Tobacco Circle
 P. B. No. 30, ANILA SALAI,
 CHENNAI 600002

Controller of Communication Accounts,
UP (T.A.) Telecom Circle,
Main Telephone Exchange,
Vikash Khana 1, Gomati Nagar,
Lucknow-226010

Controller of Communication Accounts,
UP (M + B) Telecom Circle, 3rd Floor,
Hasturpur Telephone Exchange,
Delhi Road,
Jalgaon 382 001.

1. **Account Type:** Non-Account

Contributor of Communication Account:
Virel Personal Telecom Circle,
Telegraph Check Office,
P.O. Box 134150 Bugh (South)
Holkdale 700 001

CV FORM NO. 1 (REV. 7-78)

1. Name and Address (in block letters) ...
2. Date of Birth (in block letters) ...
3. Date of retirement under Central/State Government rules ...
4. Educational Qualifications ...
5. Whether Educational and other 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) ...

Qualifications / Experience required	Qualifications / Experience possessed by the officer
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Essential ()

6. These are the ... of ... 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 ...

Office / Institution	Post held	From	To	Scale of pay and basic pay
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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 in each department/contract.

(c) Name of the department/organization to which you belong.

12. Additional details about present employment:

Please state whether working under and 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) Other

Please state whether you are working in the same

department.

Please state the period of your service in the

department in which you are working 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 space where you 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 (DTC) / Absorption / Re-employment Basis. (Officers under Central / State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for DTC or Central).

16. Whether you are married.

17. Remarks

(The candidates may provide information with regard to (i) special public works and special and special projects (ii) Award / Scholarship / Official appointment / etc. in the past).

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 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:

(Employer's stamp)