

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,  
NEW DELHI.

No. 753 –Staff (App)-I/05-2020/Vol.I

Dated: 20 /04/2021

To

1. All the Heads of Department in IA&AD  
(except Commercial Audit offices)
2. Director (P).

Subject: Filling up the posts of Accounts Officer, Asstt. Accounts Officer & Sr. Accountant on deputation basis– regarding.

Sir / Madam,

I am directed to intimate that the Ministry of Communications, Department of Telecommunications, O/o the Controller of Communication Accounts, Shimla invites applications for filling up following posts on deputation basis. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.

02. **The eligibility conditions are as under:-**

S. No.	Name of the post	Level in pay matrix	Eligibility/experience
1.	Accounts Officer	Level-9	Asstt. Audit/Accounts Officer with two years regular service. AND Bachelor degree from a recognized university
2.	Asstt. Accounts Officer	Level-8	Asstt. Audit/Accounts Officer OR. SAS passed Sr. Auditor/Sr. Accountant.
3.	Sr. Accountant	Level-6	Sr. Auditor/Sr. Accountant OR Auditor/Accountant with 3 years regular service.

03. In this regard, it is requested to kindly recommend the names of eligible officials who are willing and can be spared immediately in the event of their selection for above mentioned posts on deputation basis. The recommendations accompanied with the following documents / certificates may kindly be sent to the **Asstt. Comptroller and Auditor General (N) latest by 30/04/2021.**

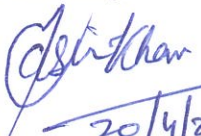
- i. Bio-data (2 copies) in the enclosed prescribed proforma;
- ii. Photocopies of complete and up to date ACR/APARs for the last 5 years duly attested on each page and
- iii. Integrity Certificate / Vigilance Clearance Certificate and statement of major/minor penalty during last 10 years.

04. The candidate once selected for the post will not be allowed to withdraw their candidature subsequently.

05. While forwarding the recommendations the Sanctioned Strength, Person-in-Position and vacancies in Sr. AO cadre may specifically be indicated in the forwarding letter.

Encls:-As above.

Yours faithfully,

  
20/4/2021  
(Nasir Khan)

Asstt. Administrative Officer (App)-I

490/c

Annexure- II

PROFORMA

- 1. Name of the Official : \_\_\_\_\_
- 2. Date of Birth : \_\_\_\_\_
- 3. Whether belong to SC/ST : \_\_\_\_\_
- 4. Educational Qualifications : \_\_\_\_\_
- 5. Computer Knowledge : \_\_\_\_\_
- 6. Post held on regular basis with scale of pay : \_\_\_\_\_
- 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 Ministry & Department of Central/  
State Govt./ Autonomous Bodies/PSU where  
presently Employed with full address and \_\_\_\_\_  
telephone no.

8. Details of employment/experience: -

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

- 9. Details of Deputation held previously : \_\_\_\_\_  
If any, with full particulars \_\_\_\_\_
- 10. Remarks, if any. : \_\_\_\_\_

\*\*\*cc.

Date:

Signature of the Applicant.

495/K

Annexure-1

Declaration

1. I \_\_\_\_\_ hereby declare that my posting on deputation as \_\_\_\_\_ in the O/o CCA, HP Telecom Circle, Department of Telecommunications is purely on temporary basis and shall not derive any right to me to claim seniority in the said post in respect of the services rendered by me on deputation.
2. I am not entitled for absorption as \_\_\_\_\_ in the Department of Telecommunications and therefore will not resort to lay any claim for the same.
3. I am liable to be repatriated to my parent department/organization for any inaccuracies in the details noted above or for contravention of any provisions in the rules/orders governing the deputation.

Date:

Place:

Signature of the official.

Counter Signed.

Signature of the Controlling officer with seal.

CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE WHILE FORWARDING THE APPLICATION.

1. Certified that the particulars given by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately.
3. Copies of ACR/APAR for the last three/five years are enclosed.
4. It is certified that no disciplinary/vigilance case is pending or contemplated against the official. There is nothing against the applicant which makes the official ineligible for consideration for appointment to the post applied for.
5. No major/minor penalty is in force or current against the official.
6. It is certified that the integrity of the official is beyond doubt.

Date :

Place :

Signature of the Head of Office  
with office Seal and Date  
Page NO.