



**Government of India**  
**Ministry of Communications & IT**  
**Department of Telecommunications**  
**National Institute of Communication Finance**  
**ALT Complex, Ghaziabad**

No.1-4/GM/ Estt./ 2010-NICF

Date 15.07.2010

**OFFICE MEMORANDUM**

**Sub: Filling of the posts of Communication Accounts Officer(AO) and Asst. Accounts Officers(AAO) on deputation basis.**

National Institute of Communication Finance proposes to fill up some posts of Communication Accounts Officer (AO Level) and Asst. Communication Accounts Officer (AAO level) in the office of the General Manager, NICF, Ghaziabad from amongst the regular officers working in various Ministries/ Departments/PSUs of Government of India purely on deputation basis.

2. The eligibility conditions for selection to the posts of AO & AAO are given in the Annexure-I and Annexure-II.

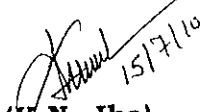
3. The period of deputation will initially be for three years. The pay, terms & conditions of deputation of the officers selected shall be regulated in accordance with Deptt. of Per. & Trg. OM No.2/29/91-Estt.(Pay-II) dated 05.01.1994 as amended from time to time.

4. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion. The period of deputation including period of deputation in another ex-cadre post held immediately preceding his appointment in the same or some other Organization/ Department of the Central Government shall ordinarily not exceed three years.

5. The Head of the Departments, are requested, to forward the applications of only those eligible & willing applicants who can be spared on their being selected. No withdrawals after their selection on deputation will be entertained. Personal data may be sent (i) in the enclosed proforma (Annexure-III), (ii) along with attested copies of ACRs for the previous 5 years and (iii) Vigilance/disciplinary Clearance Certificate in the format (Annexure-IV) to the undersigned by name so as to reach positively by 20<sup>th</sup> August.

30<sup>th</sup> Sept 2010. 2010.

Encl: A/a

  
(K.N. Jha)  
Director

0120-2700519(O)

Copy to:

1. Under Secretary (SEA), Deptt. Of Telecom, Sanchar Bhawan, 20 Ashoka Road, New Delhi-110001.
2. All Ministries/ Deptt./ PSUs

**PROFPRMA**

Application for Deputation in the grade of Accounts Officer/Asst Accounts officer in the office of General Manager, National Institute of Communication Finance.

1. Name of the official
2. Date of birth and age
3. whether belongs to SC/ST
4. Educational qualifications
5. Rank/grading and year of passing JAO/SAS examination
6. Post held on regular basis with scale of pay/Pay band & grade pay/Date of working as JAO/AAO on regular basis.
7. Details of present post held:
  - a) Designation of the post held.
  - b) Scale of pay/ pay band & grade pay with present pay drawn.
  - c) Date of appointment to the post
  - d) Nature of appointment to the post
  - e) Name of the Ministry/Department where presently employed with full . address and telephone number.

**8. Details of employment/ experience:**

Office/Inst/Org	Post held	Period	Scale of pay/pay band & grade pay with present pay	Nature of duties
(1)	(2)	(3)	(4)	(5)

9. Experience / association in training activities- Training experience of P&T Accounts and Finance Service or in organized cadre of Accounts and Finance Service in other Departments will be taken as additional experience.
10. Details of deputation held previously, if any, with full particulars.
11. Knowledge of computer, details of qualification in computer & experience, if any.
12. Choice of office & station, if any
13. Remarks, if any

**Signature of the candidate**

**Certificate to be recorded by the Office/Departmental 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 ACR 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/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:  
Office/Department

Signature of Head of

Official

Seal

Telephone

No.

The eligibility conditions for appointment of Communication Accounts Officer on deputation basis are as under:-

1. Name of the post: Communication Accounts Officer (P&T Accounts & Finance Service), Group 'B' (Gazetted) in the O/o the General Manager, National Institute of Communication finance.
2. Place of Posting: Ghaziabad
3. Pay Band: Rs. 9300-34800 in PB-2
4. Grade Pay: as applicable
5. Eligibility: (a) Officers under the Central Government.
  - (i) Accounts Officer on regular basis; or
  - (ii) Holding analogous posts of Accounts Officer on regular basis, possessing the qualification of pass in the SAS or equivalent examination conducted by any of the organized Accounts Departments of Central Government; or
  - (iii) Asstt. Accounts Officer (Scale of Pay Rs. PB-2) with 5 years combined regular service in the grade as on date.
- (b) The maximum age limit for appointment by deputation shall not exceed 56 years as on date of publication of advertisement.

**ANNEXURE-II**

The eligibility conditions for appointment of Asst Accounts Officer on deputation basis as under:-

1. Name of the post: Asst Accounts officer (P&T Accounts & Finance Service), Group 'B' (Gazetted) in the O/o the General Manager, National Institute of Communication finance.
2. Place of Posting : Ghaziabad
3. Pay Band: Rs. 9300-34800 in PB-2
4. Grade Pay: as applicable
5. Eligibility: (a) Officers under the Central Government.
  - a. Junior Accounts Officer on regular basis; or
  - b. Holding analogous posts of Junior Accounts Officer on regular basis, possessing the qualification of pass in the SAS or equivalent examination conducted by any of the organized Accounts Departments of Central Government; or

c. Senior Accountants/ Junior Accounts/Clerks who have qualified in both Part-I & II of JAO (Postal)/SA or equivalent examination conducted by any of the organized Accounts Department of Central Government with 5 Years combined regular service in the grade as on date.

(b) The maximum age limit for appointment by deputation shall not exceed 56 years as on the date of publication of advertisement.