

No. CCA/KRL/60-47/10  
**GOVERNMENT OF INDIA**  
**MINISTRY OF COMMUNICATION & IT**  
**DEPARTMENT OF TELECOMMUNICATIONS**  
**OFFICE OF THE CONTROLLER OF COMMUNICATION ACCOUNTS**  
**DOOR SANCHAR BHAVAN, KERALA, THIRUVANANTHAPURAM-695 033**

Dated 23.01.2012

## NOTIFICATION

**Sub: Vacancy circular to fill up P.S. and PA/Steno posts in the office of the Controller of Communication Accounts on deputation basis from the officials working in Central/State Govt./PSUs**

Controller of Communication Accounts, Kerala Circle, Trivandrum proposes to fill up some of the vacant posts in P.S. and PA/Steno cadre on deputation basis from among the staff working in Central/State Govts/PSUs as per the details given below.

Grade	Pay band	Grade Pay	No. of posts to be filled up
P.S. (Gr'B' Gazetted)	PB-2 Rs.9300-34800	4600	01
PA/Steno (Gr'B' Non-Gazetted)	PB-2 Rs.9300-34800	4200	01

2. Eligibility conditions to apply for the above posts are enclosed.
3. The period of deputation will be initially for a period of two years and can be extended by two more years if required in the exigencies of public service.
4. The terms and conditions of deputation as stipulated in DoP&T OM No.6/8/2009-Estt.(Pay II) dated 17.06.2010 are applicable. The age of the applicant shall not exceed 56 years as on the closing date of receipt of application.
5. The format of application is appended. The applications from the willing and eligible officials whose services can be spared may be sent along with attested copy of ACR/APARs for the last 5 years, integrity certificate and vigilance clearance so as to reach the undersigned on or before 29.02.2012. Belated / incomplete applications will be rejected.

*P1. upload.*  
*6-2-2012*  
ADG (IT-II)

*P. Karmachandran*  
(P.Karmachandran)  
Joint Controller of Communication Accounts  
Kerala Circle, Thiruvananthapuram

Copy to :

1. DDG(FEB), DoT, Sanchar Bhavan, 20 Ashoka Road, New Delhi-110 001.
2. All Prl.CCAs/CCAs.
3. The ADG(PAF), DoP, Dak Bhavan, New Delhi-110 001.
4. The ADG (PA-Admn), DoP, Dak Bhavan, New Delhi-110 001.
5. The ADG(SEA), DoT, Sanchar Bhavan, 20 Ashoka Road, New Delhi-110 001
- ✓6. The Director, IT, DoT, Sanchar Bhavan, 20 Ashoka Road, New Delhi-110 001 with a request to put the vacancy circular uploaded in DoT website.
7. All Ministries / Departments under Government of India.
8. Controller & Auditor General of India, Bahadur Shah Zafar Marg, New Delhi-110 124.
9. Controller General of Accounts (CGA), Loknayak Bhavan, Khan Market, New Delhi.
10. The Principal Accountant General (Civil Audit), Kerala, Thiruvananthapuram-39.
11. The Accountant General (A&E), Kerala, Thiruvananthapuram-39.
12. The Principal Accountant General Accounts Office, Tamilnadu.
13. The Principal Accountant General Accounts office, Karnataka.
14. The Principal Accountant General Accounts Office, Andhra Pradesh.
15. The Chief Secretary, Govt. of Kerala, Thiruvananthapuram.
16. All Railway Accounts Offices in South India.
17. Director General of Audit (P&T), Sham Nath Marg, Civil Lines, Delhi-54.
18. All Directors, P&T Audit Office in South.
19. The DRM, Thiruvananthapuram Railway Division, Kerala.
20. The Directorate of Personal (Civilians), Air Head Quarters, Vayu Bhawan, Rafi Marg, New Delhi-110 001.
21. The Directorate of Personal (Airmen), Air Head Quarters, Vayu Bhawan, Rafi Marg, New Delhi-110 001.
22. Notice Board.

**Eligibility conditions for applying to posts on deputation in CCA offices**

**(A) Qualifications**

Sl. No	Name of the post	Pay Scale	Eligibility Conditions
1.	P.S. (Gr'B' Gazetted)	PB-2 Rs.9300-34800 + 4600(GP)	i) Officers of the Central /State Govt./ Autonomous Bodies holding analogous posts on regular basis, in the parent cadre/department <b>or</b> ii) with 3 years service in the Stenographers grade rendered after appointment thereto on regular basis in the pay scale of Rs.5500-9000 <b>or</b> equivalent in the parent cadre/department <b>or</b> 6 years combined service in the pay scale of Rs.5500-9000 and Rs.5000-8000 <b>or</b> equivalent in the parent cadre/department in the Stenographer Grade I and II.
2.	PA/Steno Grade-I (Gr'B' Non- Gazetted)	PB-2 Rs.9300-34800 + 4200(GP)	i) Officers of the Central /State Govt./ Autonomous Bodies holding analogous posts on regular basis, in the parent cadre/department <b>or</b> ii) with 3 years service in the Stenographers grade rendered after appointment thereto on a regular basis in the pay scale of Rs.5000-8000 <b>or</b> equivalent in the parent cadre/department

**(B) Age**

Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.

**(C) Working knowledge of computers**

The applicants to all the above posts should have sufficient exposure to basic working knowledge on computers in all the modules of MS Office including the knowledge of internet to send/received e-mails.

APPLICATION

Name of the official

Date of Birth

Educational qualification

Present Post held / Date from which working

Unit in which working {specify Ministry/Dept}

Present pay

Working experience including extent of working with computer

Service particulars from the date of initial appointment  
(along with brief of duties performed)

Declaration

1. I hereby declare that my posting on deputation as in the Department of Telecom 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 will not claim absorption in the DoT in the said post.
3. I am liable to be repatriated to my parent 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 applicant

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 five years are enclosed.
4. No disciplinary/vigilance case is pending or contemplated against the official. There is nothing against the applicant which makes him/her ineligible for consideration for appointment to the post applied for. No major/minor penalty is in force or current against the official.
5. Recommendations: .....

Date

Place

Signature of the Head of office  
with office seal and Telephone No.