

Dte. of Tech. Education
Diary No. 8326
11 2 DEC 2012
Muni Maya Ram Marg,
T.V. Tower, Pitam Pura,
Delhi-110088

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No. F. 2/6/2012-AC/DS-I/2455-2477

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE (ACCOUNTS) DEPARTMENT

'A' Wing, 4TH Level, Delhi Secretariat
I.P Estate, New Delhi 110002.
Phone & Fax: 3392256

Dated 05.11.2012

To ✓ All Head of Departments,
GNCT of Delhi,
Delhi/New Delhi.

Sub:- Filling up of vacant post of AAO, Group 'B' gazette in the Department of Telecommunications, on deputation basis, from other Departments/Offices-regarding.

Sir,

Some posts of Asstt. Accounts Officer in the pay scale of Rs. 9300-34800 + Grade Pay Rs. 4800/- in Department of Telecommunications are to be filled by transfer on deputation basis. The proforma of application and eligibility criteria are appended to this letter.

You are, therefore, requested to forward the applications of willing and eligible officials who have qualified common AAO Examination and are yet to be posted as AAO in Govt. of NCT of Delhi, to the Office of the Asstt. Director General (SEA) Ministry of Communications & Information Technology, Department of Telecommunications, Govt of India, 521, Sanchar Bhavan, 20, Ashoka Road, New Delhi-110001, by 31.12.2012 positively, alongwith photocopies of ACRs dossiers for the last five years, vigilance clearance certificate and work and conduct report after obtaining clearance from their respective cadre Controlling Authorities.

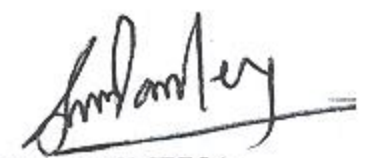
Yours faithfully,


(G.S.PANDEY)
DY. SECRETARY -I

Dated: 05.11.2012


No. F. 2/6/2012-AC/DS-I/2455-2477
Copy to:-

1. The Pr. Secretary (Services), Govt. of NCT of Delhi, Delhi Sectt., New Delhi.
2. The Asstt. Director General (SEA) Ministry of Communications & Information Technology, Department of Telecommunications, Govt. of India, 521, Sanchar Bhavan, 20, Ashoka Road, New Delhi-01 with reference to his Letter dated 01.10.2012.
3. Website of the Finance Department.


(G.S.PANDEY)
DY. SECRETARY -I

Y.M.P./12
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D.V.P.E.
DD(A)

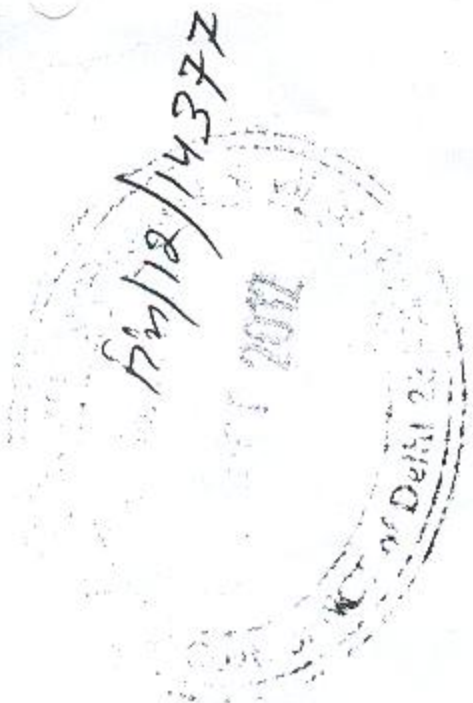
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No. 70-2/2012-SEA-II
Government of India
Ministry of Communications & Information Technology
Department of Telecommunications

521, Sanchar Bhavan,
20, Ashoka Road, New Delhi - 110 001

Dated: 01st October, 2012

OFFICE MEMORANDUM

Subject: Filling up of posts of Assistant Accounts Officer (AAO), Group 'B' gazetted in the Department of Telecommunications, on deputation basis, from other Departments / Offices - regarding.

The Department of Telecommunications proposes to fill up the vacant posts of Assistant Accounts Officers in DoT HQ, New Delhi from amongst the officials working in the various Ministries / Departments of Government of India / Government of NCT of Delhi, on deputation basis.

2. The eligibility conditions for selection to the post of AAO is given at Annexure -I.
3. Brief description of the duties attached to the post is given in Annexure - II.
4. Application pro-forma for applying is given in Annexure-III.
5. The period of deputation will be initially for one year, which can be extended further depending upon the necessity and requirement of the Department. The pay and terms and conditions of deputation of the officer selected shall be regulated in terms of Ministry of Personnel Public Grievances and Pension (Department of Personnel and Training) OM No. 2/29/91-Estt(Pay II), dated 05.01.1994, DoP&T OM.No. AB.14017/30/2006-Estt.(RR) dated 29-11-2006, O.M. No.2/6/2009-Estt. (Pay II) dated 25-02-2009 and O.M. No. 6/8/2009-Estt(Pay II) dated 17.06.2010 and other rules and instructions on deputation from one Central Government Department to other Central Government Department as amended from time to time.
6. The Heads of the Departments are requested to forward the applications of the willing and eligible officials duly recommended and who can be spared on their being selected. No withdrawals, after their selection on deputation, will be entertained. Personal data may be sent in the enclosed pro-forma (Annexure-III), (ii) along with attested true copies of ACRs for the last 5 years, (iii) Integrity certificate, and (iv) Vigilance clearance to the undersigned so as to reach positively by 31.12.2012.

secy (f) - on leave
29/10/12

DSF-I
28/10/12

Encl: Annexure I, II and III


Rajesh Malhotra
(Rajesh Malhotra)/110
Asstt. Director General(SEA)
Ph: 2303 6213

AAO
30/10
Smt Asha

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1. All Ministries / Departments of Govt. of India, Delhi / New Delhi.
2. DDG(PAF), DoP, Dak Bhavan, New Delhi.
3. Comptroller and Auditor General, Bahadur Shah Zafar Marg, New Delhi.
4. Controller General of Accounts, Lok Nayak Bhavan, Khan Market, New Delhi.
5. Controller General of Defence Accounts, Ulan Satar Road, Palam, Delhi, India - 110 010.
6. Joint Director (Estt.), Railway Board, New Delhi.
7. Controller of Accounts, Ministry of Personnel Public Grievances & Pension, B Wing, 3rd floor, Lok Nayak Bhavan, New Delhi.
8. Director of Accounts, Cabinet Secretariat, East Block, Level VI, R K Puram, New Delhi-110066.
9. The Pr. Secretary (Finance), Finance Department, Govt. of NCT of Delhi, 'A' Wing, 04th Level, Delhi Secretariat, I P Estate, New Delhi - 110 002.
10. The Secretary (Services), Services Department, Govt. of NCT of Delhi, 07th Level, Delhi Secretariat, I P Extension, New Delhi - 110 002.
11. The Controller of Accounts, Principal Accounts Office, Govt. of NCT of Delhi, 'A' Block, Vikas Bhawan, I P Estate, New Delhi.
12. DS(L&A) / SO(PP). It is requested that the vacancy circular may be given wide publicity by way of publishing it in the "Employment News / Rozgaar Samachar" on DAVP rates.
13. Dir(IT), DoT(Hq). It is requested that the vacancy circular may be uploaded in the DoT Website.
14. Guard file / Spare.


(Premalata Gopalan)
Accounts Officer (SEA-II)
Ph: 23036373

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Particulars and eligibility conditions to fill up the post of Assistant Accounts Officer in the Head quarters of Department of Telecom, New Delhi

1. Name of the Post	Assistant Accounts Officer Group 'B' (Gazetted) (Accounts and Finance Service, Telecom Wing) in the DoT Hqrs., Sanchar Bhawan, New Delhi.
2. Scale of Pay	PB 2 (9300 - 34,800) + GP - 4,800/-
3. Eligibility	Officers /Officials under the Central Government or Government of NCT of Delhi (i) holding analogous posts of Assistant Accounts Officer / SO (Accounts) on regular basis; or Junior Accountants / Senior Accountants / Auditors / Sr. Auditors / Clerks who have qualified in both Part-I and Part-II of JAO(Civil) exam or equivalent examination conducted by any of the organized Accounts of Departments of Central Government / Government of NCT of Delhi with 5 years of regular service in the grade as on the date of the notification. and (ii) Working Knowledge in all the modules of 'MS Office'
4. Age	Not exceeding 56 years as on the date of this notification.

Brief description of the duties attached to the post:

The main items of work attached to the post of JAO in Department of Telecom are as under:-

1. All matters related to Administration, Pension/Family pension, DCRG, Commutation payment, CGEGIS, Pay and allowances, GPF, loan and advances to Govt. servants and Budget.
2. Settlement of all residual claims of Govt. with PSUs.
3. Collection of License Fee.
4. Universal Subsidy disbursement.

PROFORMAAPPLICATION FOR DEPUTATION IN THE GRADE OF ASSISTANT ACCOUNTS OFFICER IN THE DEPARTMENT OF TELECOM (DoT), SANCHAR BHAVAN, NEW DELHI

- (1) Name of the official:
- (2) Date of Birth & Age :
- (3) Whether belongs to SC/ST:
- (4) Educational Qualifications:
- (5) Rank/Grading and year of passing of Qualifying AAO / SAS Examination:
- (6) Post held on regular basis with scale of Pay/
Date of working as AAO on regular basis:
- (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 the Ministry & Department
Where presently employed with full
Address and Telephone No:
- (8) Details of Employment/experience:

Office /Inst. / Orgn.	Post held	Period	Scale of Pay & Present Pay	Nature of duties
1	2	3	4	5

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- (9) Details of deputation held previously; If any, with full particulars:
 - (10) Knowledge of computer. If 'Yes', Details of qualification/experience / areas in which worked:
 - (11) Remarks, if any.

Signature of the candidate

CERTIFICATE TO BE RECORDED BY THE OFFICE / DEPARTMENT 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 CR dossier for the last five years is 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 ineligible for consideration for appointment to the post applied for.
- 5. No Major/Minor penalty is in force or current against the official.

Signature of the Head of Office / Department
With Official seal & Telephone No

Date: