



Government of India  
 Ministry of Communications  
 Department of Telecommunications  
 O/o The Controller of Communication Accounts  
 HP Circle, Block No.18-A, SDA Complex, Kasumpti, Shimla-171009  
 e-mail ID: cca.telecom-hp@nic.in Ph. 0177-2622318/Fax: 2627414

Department of Personnel  
 Appointment Section  
 Diary No. 55318625  
 Date 27-04-21

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No. HPT/DOCT/S-7/Staff Deputation/VOL IV/2017/75/

Dated: 07-04-2021

CIRCULAR

**Sub:** Vacancy circular to fill-up Accounts Officer/ Assistant Accounts Officer/Senior Accountant/Junior Accountant/Stenographer Gr-II /Lower Division Clerk/Multi-Tasking Staff Posts in the office of the Controller of communication Accounts, H.P. Telecom Circle, Shimla on deputation basis from the officials working in Central Government, State Government/Autonomous Bodies/Public Sector Undertaking.

1. The Office of Controller of Communication Accounts, HP, Shimla invites applications for filling up some of the vacant posts in Accounts Officer/ Assistant Accounts Officer/Sr. Accountant/ Jr. Accountant/ Stenographer Gr-II/LDC/MTS cadre on deputation basis from amongst willing & eligible officials working in Central Govt/ State Government/Autonomous Bodies/Public Sector Undertaking. The level in pay matrix, no. of posts and eligibility criteria is as follows:

Name of the Post	Pay Matrix Level (7 <sup>th</sup> CPC)	No. of Posts Likely to be filled up.	Eligibility criteria
Accounts Officer (Gr-B, Gazetted)	Level 9 (53100-167800)	2	(a)(i) Officers holding same/analogous post in various ministries/ departments of Central/State Government/Autonomous Bodies/PSUs on regular basis. (Or) (ii) With Two years' service in the grade rendered after appointment thereto on a regular basis in the posts in Level 8 (Rs.47600-151100) in pay matrix or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience: (i) Bachelor's Degree from a recognized university or Institute, and (ii) Who has passed the subordinate accounts service or subordinate audit service examination or equivalent examination in any organized accounts cadre under the Govt. of India; and (iii) Three years' experience in handling the Accounts or Audit work in any office or the Indian Audit and Accounts Department.
Assistant Accounts Officer (Gr-B, Gazetted)	Level 8 (47600-151100)	3	Officers holding same/analogous post in various ministries/ departments of Central/State Government/Autonomous Bodies/PSUs on regular basis. (Or) Who has passed the subordinate accounts service or subordinate audit service examination or equivalent examination in any organized Accounts Cadre under the Government of India.

S.S.(Per.)  
13/04/2021

16/4/21

SO (AP-II)

17.4.21

SN NIKHIL

Senior Accountant (Group -B' Non-Gazetted)	Level 6 (35400-112400)	7	Officials holding same/analogous posts in various ministries/departments of Central /State Government/Autonomous Bodies/PSUs on regular basis, or JAs/Auditors who have rendered not less than three years of regular service in the grade.
Junior Accountant (Group-'C')	Level 5 (29200-92300)		1. Officials holding same/analogous posts in various ministries/departments of Central /State Government/Autonomous Bodies/PSUs on regular basis, or 2. LDC's who have rendered not less than eight years of regular service in grade, or 3. UDC's who have rendered not less than three years of regular service in the grade.
Stenographer Grade-II (Group-'C')	Level 4 (25500-81100)	1	Officials holding same analogous posts in Central/State Govt. Depts./Ministries/Autonomous Bodies/PSUs with proficiency in shorthand, Typing & Computer with three years of regular service and having overall good performance.
Lower Division Clerk (Group-'C')	Level 2 (19500-63200)	3	Officials holding same analogous posts in various ministries/ departments of Central State Government/Autonomous Bodies/PSUs on regular basis.
Multi-Tasking Staff (Group-'C')	Level 1 (19000-56900)	1	Officials holding same and analogous posts in Central/State Govt. Depts./Ministries/Autonomous Bodies/PSUs and having overall good performance.

2. The Place of Posting will be at Shimla.

3. The initial period of deputation for 2 posts of Accounts Officer (Gr-B, Gazetted) shall be for one year and can be further extended up to a period of three years if required in the exigencies of public service. For AO/SA/JA/Steno Gr-II/LDC/MTS cadre initial period of deputation shall be 2 years and likely to be extended depending on administrative convenience and needs.

4. The terms and conditions of deputation as stipulated in DoP&I OM No 6/8/2009 Estt (Pay-II) dated 17-06-2010 & OM No 7/6/2016-Estt (Pay-II) dated 17/02/2016 are applicable.

5. The age of the applicant should not exceed 56 years as on the closing date of receipt of application.

6. The format of application is appended. The application from the willing and eligible officials whose services can be spared may be sent along with attested copies of ACR/APARs for the last 5 years in respect AO/AAO cadre and 3-Years for SA/JA/Steno Gr-II/LDC/MTS cadre. Integrity Certificate and Vigilance Clearance so as to reach the undersigned on or before 7th May-2021. Applications received after the last date or otherwise found incomplete shall not be entertained. The above vacancies are subject to change as per the requirement of this office.

(Signature)  
S. S. Negi

Dy. Controller of Communication Accounts,  
O/o CCA, HP Telecom Circle,  
Shimla-171009, Ph: 0177-2622318.



Copy forwarded for information and necessary action to:

1. All Pr.CCA/CCA/Jt.CCA with the request to provide this notification wide publicity in the respective circles.
2. The CGCA, NICE, Ghltorni, New Delhi-110047.
3. DDG (PAF), DoP, Dak Bhavan, New Delhi- 110001
4. The CGM, BSNL, HP Circle, Block No.11, Kasumpti, Shimla-9
5. The CGM, BSNL, Punjab Circle, Sector34A, Chandigarh-160022.
6. The CGM, BSNL, Haryana Circle, 107, Mall Rd, Ambala Cantt, Haryana-133001.
7. The Chief Postmaster General, H P Circle, Kasumpti, Shimla-9
8. The Controller General of Accounts, Lok Nayak Bhavan, Khan Market, New Delhi-110003.
9. The Controller & Auditor General, Bahadur Shah Zafar Marg, New Delhi-110002.
10. The Principal Accountant General (Audit), HP (Estt. I Section), Gorton Castle Building, Shimla-3.
11. The Principal Accountant General (A&E), H P (Estt. I Section), Gorton Castle Building, Shimla-3.
12. Director of Accounts, Postal, Sundernagar, Distt. Mandi (H.P.)-175019.
13. The Account General (Audit) Punjab, Sector-17, Chandigarh-160017.
14. The Account General (A&E) Punjab, Sector-17, Chandigarh-160017.
15. The Account General (Audit) Haryana, Sector-34, Chandigarh-160022.
16. The Account General (A&E) Haryana, Sector-34, Chandigarh-160022.
17. The Director of Labour Bureau, Sector-17, Chandigarh-160017.
18. The DAP, Kapurthala, Jalandhar-144049
19. The DAP, Ambala-133001.
20. The Inspector General (Pers), SSB Hqrs, East Block-V, R.K. Puram, New Delhi-110066.
21. The Inspector General (Pers), ITBP Hqrs, CGO Complex, Lodhi Road, New Delhi-110003.
22. The Inspector General (Pers), BSF Hqrs, CGO Complex, Lodhi Road, New Delhi -110003.
23. The Director, Health Services, Health & Family Welfare Directorate, SDA Complex, Shimla-9
24. Additional Director, Dept. of Treasuries, Accounts and Lotteries, HP Block, -23, SDA Complex, Shimla-9
25. The Director, Tourism & Civil Aviation Dept., Block-28, SDA Complex, Kasumpti, Shimla-9
26. The Director of Education, Lalpani School Road, Lalpani, Shimla-1
27. The Registrar General & Commissioner Census, O/o the Registrar General & Commissioner Census, CGO Complex, Long wood, Shimla-1
28. The Labour commissioner -cum-Director of Employment, New Himrus Bhawan, Circular Road, Shimla-171001.
29. The Commandant, MTC, SSB, Fir Hill, Shimla (H.P)-171004.
30. The Commandant, TTC, SSB, Kasumpti, Shimla (H.P) - 171009.
31. The Secretary, Department of Personnel, Himachal Pradesh, H.P. Secretariat, Shimla-171002.
32. The Principal Accountant General (A&E), Exhibition grounds, Srinagar, J&K, PIN-190001.
33. The DAP, J&K Circle, Rail Head Complex, Meghdoot Bhawan, Jammu-180012.
34. CMTD | BSNL, Shimla
35. CMT | BSNL, J&K.

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Annexure-I

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 Telephone No.