

**Government of India, Department of Telecommunications**  
**O/o Principal Controller of Communication Accounts, Maharashtra Circle,**  
**3<sup>rd</sup> Floor, C - Wing, Administrative Building, Telecom Complex, Juhu Road,**  
**Santacruz (West) Mumbai - 400054**

**VACANCY CIRCULAR.**

Principal Controller of Communication Accounts, Maharashtra Circle, Mumbai proposes to fill up the following vacant posts on deputation basis from amongst the employees of Central / State Govt. departments and Autonomous bodies.

1	<b>Accounts Officer</b> (Pay Band – 2 Grade Pay Rs.5400)	<b>No. of Vacancies – 2</b> (Likely to be increased)
2	<b>Jr. Accounts Officer</b> (Pay Band – 2 Grade Pay Rs.4800)	<b>No. of Vacancies -16</b>
3	<b>Sr. Accountant</b> (Pay Band – 2 Grade Pay Rs.4200)	<b>No. of Vacancies - 7</b>
4	<b>Junior Accountant</b> (Pay Band – 1 Grade Pay Rs.2800)	<b>No. of Vacancies - 28</b>
5	<b>LDC</b> (Pay Band – 1 Grade Pay Rs.1900)	<b>No. of Vacancies - 18</b>

The eligibility conditions for selection to the posts are furnished in Annexure – I. The period of deputation will be initially for 3 years. The scale of pay of the selected officials will be regulated in terms of DOP&T OM No. 2/29/91-Estt. (Pay –II) dated 5.1.1994 as amended from time to time and CCS (Revised Pay) Rules 2008. All posts are based at Mumbai. For any queries CAO (Admn.) of this office may be contacted on 022-26612553.

The application of the officials in the prescribed proforma (Annexure –II) duly recommended by the Head of office / Department with attested copies of the ACR's for last 5 years, integrity certificate and Vigilance clearance may be sent to the undersigned within 45 days from the date of publication of this advertisement at the above address.

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**(Deepak Ashish Kaul)**

**Jt. Controller of Communication Accounts (HQ)**

**Maharashtra Circle, Mumbai.**

**ANNEXURE – I – Eligibility Conditions**

1. Officers / Officials working under the Central / State Govt. Departments, Autonomous Bodies holding the post of Accounts Officer / Junior Accounts Officer / Sr. Accountant / Jt. Accountant / LDC on regular basis; or
2. Holding analogous post of Accounts Officer / Junior Accounts Officer on regular basis possessing the qualification of pass in the SAS or equivalent exam conducted by any of the organized Accounts Departments of Central Govt.; or
3. Applicants holding Asstt. Accounts Officer Scale of Pay of Rs.7450-225-11500 / Jr. Accounts Officer scale of pay 6500-200-10500 in pre revised scale with 5 years combined regular service in the grade as on date can apply for post of Accounts Officer.
4. Senior Accountants / Junior Accountants / Clerks / PA's who have qualified in both Part – I & Part – II of JAO (Postal / SAS or equivalent exam conducted by any of the organized Accounts Departments of Central Govt. with 5 years combined regular service in the grade as on date can apply for the post of Junior Accounts Officer.
5. LDCs/UDCs with three years regular service in their grade and having an overall good performance are eligible to apply for JA / SA respectively.
6. For LDC's officials holding analogous post on permanent basis in Central/State Govt. and Autonomous bodies having overall good performance are eligible to apply.
7. Not exceeding 56 years of age as on the date of publication of this advertisement.

8. Duties of Accounts officer, Jr. Accounts Officer, Sr. Acctt., Jr. Acctt. & LDC includes work related to service matters and establishment, Cash & Accounts, settlement of pension and GPF cases, work related to settlement of USO claims and work related to collection of license fee and spectrum charges.

**ANNEXURE – II – PROFORMA**

**APPLICATION FOR DEPUTATION FOR THE POST OF ACCOUNTS OFFICER / JUNIOR ACCOUNTS OFFICER /SA / JA/  
LDC IN THE O/o Pr. Controller of Communication Accounts, Maharashtra Circle, Mumbai.**

1. Name of the candidate
2. Date of Birth
3. Whether belongs to SC / ST
4. Educational Qualifications
5. Rank / Grading and Year of passing of JAO / SAS or equivalent examination.
6. Post held on regular basis with Scale of Pay (Pre revised) Pay Band (Revised) Date of working as JAO on regular basis.
7. Details of present post held:
  - (i) Designation of the post
  - (ii) Scale of pay and present pay drawn
  - (iii) Date of appointment to the post
  - (iv) Nature of appointment to the post (whether regular/adhoc/officiating)
  - (v) Name of the Ministry and Department where presently employed with full address and telephone no.

8. Details of employment/experience:

Office/Inst./Orgn.	Post Held	Period	Scale of pay and pay	Nature of duties

9. Details of deputation held previously; if any with full particulars
10. Knowledge of computers. If yes, details of qualification / experience

Date:

Signature of the Applicant

Place:

**Certificate to be recorded by the Head of 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. ACR dossiers of last 5 years are enclosed.
4. 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.

Date:

Signature of Head of Office / Department with Official seal

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