

Department of Telecommunication  
O/o Controller of Communication Accounts J&K Telecom Circle  
Room No 316 Bahu plaza, North Block, Railhead complex, Jammu-180012

No.1-3/CCAJK/Cons/4 dated 15.09.2010

**Sub: - Filling of Sr. Accountant and Jr. Accountant Posts on deputation Basis**

The O/o Controller of Communication Accounts J&K Telecom Circle Jammu proposes to fill up vacant posts of Sr. Accountants and Jr. Accountants on **Deputation Basis**.

The pay ,terms and conditions of service of the officials on deputation shall be regulated in terms of Ministry of Personal and Grievances and Pension (Department of Personal and Training) O.M No.2/29/91-Estt.(Pay-II) dated 05/01/1994 and other rules and Instructions on deputation from one Central Govt./Department to another Central Govt./Department as amended from time to time . The Place of Posting will be at Jammu. Willing and eligible officials may send their personal data in the Prescribed Performa duly recommended by the Head of Department. Attested copies of confidential reports for the last five (5) yrs, integrity certificate and vigilance clearance to the undersigned by 28<sup>th</sup> October 2010. The applicants will not be allowed to withdraw their applications once submitted.

Particulars and eligibility conditions for transfer on deputation basis for, Sr.Acctt,& Jr.Acctt

1.	Name of the Post	Sr.Accountant	Jr. Accountant
2.	Pay Scale Revised	PB-2 Rs 9300-34800+4200(GP)	PB-1 Rs.5200-20200+GP2800
3.	Eligibility Condition	Officials holding analogous posts in Central/State govt. on regular basis Or UDC with 3 years of regular service and having overall good performance in the Department/Ministry of Central/State Govt.	Officials holding analogous posts in Central/State govt. on regular basis Or LDC with 3 years of regular service and having overall good performance in the Department/Ministry of Central/State Govt.
4.	Age	The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of applications	
5.	Duration	Period of deputation will be initially be for a period of 2 years and likely to be extended from time to time as per Govt policy	Period of deputation will be initially be for a period of two years and can be extended from time to time.

Duties of Sr.Accountant and Jr. Accountant include work related to Service matters and establishment, cash, settlement of Pension cases and pension claims, settlement of GPF payments cases, work related to Banks, work related to USO subsidy Claims and settlement thereof and work related to Collection of licensee fees and Spectrum charges from telecom service providers

**Jt. Controller of Communication Accounts**  
**Ph No:- 0191-2477299**  
**Fax no:- 0191-2477296**

**Performa of Application for deputation of Sr. Accountants and Jr. Accountants**

1. Name of the Official
2. Date of Birth & Age
3. Whether belongs to SC/ST
4. Date of Entering service
5. Education Qualification
6. \*Rank/grading and year Passing of Qualifying JAO/SAS Examination
7. \*Post held on regular basis with scale of Pay/date of working as JA/SA on regular basis
8. Detail of Present Post held
  - (a) Designation of the Post
  - (b) Scale of Pay & Present Pay drawn
  - (c) Date of Appointment to the Post
  - (d) Nature of the Appointment to the Post (Whether regular/ad-hoc/offg.)
  - (e) Name of the Ministry & Department where Presently Employed with full address and telephone No
9. Details of Employment/Experience.

Office/Inst/Org.	Post Held	Period	Scale of Pay and Present Pay	Nature of Duties.

10. Details of deputation held previously; if any with full particulars
11. Knowledge of Computers if ' yes ' details of qualification/experience
12. Remark, if any.

**Signature of the candidate**

**Note\* Please Strike out which ever is not applicable.**

**CERTIFICATE TO BE RECORDED BY THE OFFICER/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 relived immediately.
3. Up to date CR Dossier for the last five yrs are enclosed
4. It is certified that no vigilance case is pending or contemplated against him. There is nothing against the candidate which makes him ineligible for consideration for appointment to the post applied.
5. No major/minor penalty is in force or current against the official.

**Signature of the Head of Office/Department  
With official Seal**