



**GOVERNMENT OF INDIA**  
**MINISTRY OF COMMUNICATIONS & I.T.**  
**DEPARTMENT OF TELECOMMUNICATIONS**

*O/o The Controller of Communication Accounts*  
Odisha Telecom Circle , 4<sup>th</sup> Floor, CPMG Building, Bhubaneswar-751001.

No. OR/CCA/Est/1-1/2012

Dated 23.04.2012

**OFFICE MEMORANDUM**

Sub : Filling of the post of Assistant Communication Accounts Officer in the office of the Controller of Communication Accounts, Odisha on deputation basis.

It is proposed to fill up 07 vacant posts (Approx.) of Assistant Communication Accounts Officers (Asst. Com. AO) in the office of the Controller of Communication Accounts, Odisha Telecom Circle, Bhubaneswar-1 from amongst regular officials working in the various Ministries / Departments of Govt. of India /State Govt. and Autonomus Body, purely on deputation basis.

2. The eligibility conditions for selection to the post of Assistant Communication Accounts Officer are given in the **Annexure-I**. Details of Format of application are available on our website [www.ccaorissa.gov.in](http://www.ccaorissa.gov.in).

3. The initial period of deputation will be for a period of three years subject to administrative exigencies. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications. The pay, terms and conditions of deputation of the officers selected shall be regulated in terms of Ministry of Personnel, Public Grievances and Pension, Department of Personnel & Training O.M.s No. 6/8//2009-Estt.(Pay-II) dated 17.06.2010 and 15.2.2012 respectively. The officers taken on deputation will be considered for posting exclusively in the office of Controller of Communication Accounts, Odisha Circle, Bhubaneswar-1.

4. The Head of the departments, who forward the applications of willing and eligible officers, duly recommended, are requested to forward their applications of the applicants only to those who can be spared on their being selected. No withdrawals after their selection on deputation will be entertained. Personal data may be sent (i) in the enclosed pro-forma of **Annexure-II**, (ii) along with attested copies of ACRs for the previous 5 years, (iii) Integrity certificate and (iv) Vigilance clearance, to the undersigned by name so as to reach positively by **15<sup>th</sup> June 2012**.

Application received after the last date or without the CR dossier or found incomplete will not be considered.

Encl: Annexures I & II

Sd/-  
(S.R. Swain)  
Joint Controller of Communications Accounts  
Tele.0674-2534005 Fax 0674-2530424

Copy for information to:

1. The Chief Post Master General, Odisha Circle, Bhubaneswar-1
2. Principal Accountant General ( CA), Odisha, Bhubaneswar-1
3. Accountant General ( A&E), Odisha, Bhubaneswar-1
4. Accountant General (CWRA), Odisha, Bhubaneswar-01.
5. P & T Audit Office, Cuttack .
6. Census Directorate, Census Building, Unit –IX, Bhubaneswar.
7. ALHW, Rangat Bay, Andaman & Nicobar (Andaman & Lakhyadeep Harbour Works), PIN 794 205.
8. East Coast Railway, Rail Bihar, Chandra Sekharpur, Bhubaneswar.
9. Principal Director, Railway Audit, Eco Sadan, East Coast Railway, Chandrasekharpur, Bhubaneswar.
10. Geological survey of India, Unit -8, Bhubaneswar.
11. Addl Commissioner of Income Tax, Ayakar Bhawan, Vani Bihar, Bhubaneswar.r4
12. Under Secretary (SEA), Deptt. of Telecommunications, Sanchar Bhavan, 20 Ashoka Road, New Delhi-110 001 for information.

Sd/-

(B. Pattanayak)

Communication Accounts Officer (Admin)  
Tel. 0674-2394603 Fax. 0674-2532499

### **ANNEXURE-I**

Particulars and eligibility conditions to fill up the vacant post of Assistant Communication Accounts Officer on deputation basis in the office of the Controller of Communication Accounts, Odisha Circle, Bhubaneswar under the Department of Telecommunications.

Sl..	Name of the Post	Scale of Pay	Eligibility conditions
3.	Assistant Communication Accounts Officer (Asst. Com AO)/ (P&T) Accounts and Finance Service, Telecom. Wing (Gr - 'B' Gazetted)	Pay Band-02, (Rs.9300-34800) + Grade Pay of Rs 4800/-	The applicant should have working knowledge on computer and  (i) Holding analogous posts of AAOs on regular basis,  OR (ii) Jr./Sr. Accountants, Clerks/ PAs who have qualified in both Part-I & II of JAO (Postal) Examination with 5 years regular service in the cadre as on 01.01.2012.  OR (iii) Possessing the qualification of passing the SAS or Equivalent examination conducted by any of the Organized Accounts, Deptt. of Central/State Government and Autonomous Bodies.

**ANNEXURE-II (PROFORMA)**

**APPLICATION FOR DEPUTATION IN THE DEPARTMENT OF TELECOMMUNICATIONS**

- (1) Name of the Official :
- (2) Date of Birth & Age :
- (3) Whether belongs to SC/ST :
- (4) Educational Qualifications :
- (5) Post held on regular basis with scale of pay :
- (6) 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 :
- (f) Where presently employed with full :
- (g) Address and Telephone No. :
- (7) Details of Employment / experience :
- (Separate sheet may be enclosed, if required)

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

8. Details of deputation held previously :  
If any, with full particulars
- (9) Knowledge of computer. If "YES", :  
details of qualification/experience
- (10) Remarks, if any.

Signature of the candidate

Contact No.

Contd..4/-

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 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 for.
5. No Major / Minor penalty is in force or current against the official.

Sign. Of the Head of Office /  
Department with official seal  
Tel. No.

Date