To

All Heads of Telecom Circles, Metro Distts, & Other Administrative Units/ Circle IFAs, BSNL

SUB: Filling up of posts of Accounts Officer, Group 'B' Gazetted in the Deptt. of Telecom on deputation basis, from other Departments/ Offices– Calling of applications.

REF: DoT’s OM No. 53-01/2014-SEA-II dated 31.08.2016.

The undersigned is directed to forward herewith the letter under reference received from Department of Telecommunication (DoT) on the above mentioned subject and to say that the applications have been called for from the experienced and eligible Finance personnel of BSNL to fill up the vacant posts on deputation basis.

2. The willing and eligible executives belonging to Accounts & Finance Service may forward their application (in duplicate), complete in all aspects alongwith Vigilance certificate/ Integrity Certificate/ certified copies of APARs for preceding 5 years etc. to this office through proper channel latest by 28.12.2016.

3. While forwarding the applications to this office, it may be ensured that the guidelines for processing the cases of deputation as laid in this office letter No. 118-2/2015-CSS dated 21.07.2016 has been followed properly.

4. Application not fulfilling the eligibility criteria/incomplete/ received after due date will not be entertained.

(Sunil Rajput)
Deputy General Manager (SEA)

Encl: DoT’s OM a/w Annxs.

Copy to:
1. PPS to Director (HR)/ Director (Finance)/ CVO, BSNL.
2. All PGMs/Sr. GMs/ GMs of Corporate Office.
3. AGM (SEA-II), Deptt. of Telecom, 521, Sanchar Bhavan, New Delhi - 110001 - w.r.t. their letter dated 31.08.2016 referred above.
4. Intranet Portal, BSNL.
OFFICE-MEMORANDUM

Subject: Filling up of posts of Accounts Officer 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 Accounts Officers in DoT(Hq), New Delhi from amongst the officials/officers working in various Ministries/Departments of the Government of India/Government of NCT of Delhi/Central PSUs/BSNL/MTNL on deputation basis.

(i) The Eligibility conditions for selection to the post of AO are given at Annexure -I.

(ii) Brief description of the duties attached to the post is given in Annexure - II.

(iii) Prescribed application Pro-forma is given in Annexure-III.

2. The period of deputation will be initially for one year, which can be extended up to 03 years, if required at the discretion 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) O.M. No. 6/8/2009-Estt.(Pay II) dated 17.06.2010 and OM No. 2/6/2016-Estt.(Pay-II) dated 17.02.2016 as amended from time to time.

3. 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 immediately. 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 APARs for the last 5 years, (iii) Integrity certificate, and (iv) Vigilance clearance, to the undersigned so as to reach positively within 45 days from the date of publication of the aforesaid OM in the Employment News.

Encl: Annexure I, II and III

(B. M. Sharma)
Asstt. Director General (SEA-II)
Ph. no. 23036126
No. 53-01/2014-SEA-II

Copy to:-

1. All Ministries/Departments of Govt. of India, Delhi/New Delhi.
2. DDG (PAF), DoP, Dak Bhawan, New Delhi.
5. Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantt. - 110 010.
6. Joint Director (Estt.), Railway Board, New Delhi.
9. CMD, Bharat Sanchar Nigam Limited, Corporate Office, SEA Section, 7th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110001.
10. CMD, MTNL, CGO Complex, New Delhi-110003
11. The Pr. Secretary (Finance), Finance Department, Govt. of NCT of Delhi, ‘A’ Wing, 4th Level, Delhi Secretariat, I P Estate, New Delhi - 110002.
12. The Secretary (Services), Services Department, Govt. of NCT of Delhi, 7th Level, Delhi Secretariat, I P Extension, New Delhi - 110002.
14. Under Secretary (T), 5th Floor, Sanchar Bhawan, New Delhi. 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.
15. Dir (IT), DoT (Hq). It is requested that the vacancy circular may be uploaded in the DoT (Hq) Website.

(R. K. Paliwal)
ACAO (SEA-II)
Phone No.: 011- 23036373
Particulars and eligibility conditions to fill up the post of Accounts Officer in the Head quarters of the Department of Telecom, New Delhi.

<table>
<thead>
<tr>
<th>1. Name of the Post</th>
<th>Accounts Officer (Group ‘B’ Gazetted) (Accounts and Finance Service, Telecom Wing) in the DoT (Hq), Sanchar Bhawan, New Delhi.</th>
</tr>
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<tbody>
<tr>
<td>2. Scale of Pay</td>
<td>Level-9 in the Pay Matrix [(PB- 2) 9,300 - 34,800] + G.P. - 5,400/- pre-revised</td>
</tr>
<tr>
<td>3. Eligibility</td>
<td>Officers under the Central Government or Government of N.C.T. of Delhi/Central PSUs/BSNL/MTNL.</td>
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<td>(i) Holding analogous posts of Accounts Officer on regular basis;</td>
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<td>Or Officers working as AAO and having service of more than 5 years on regular basis as on the date of this notification in the Department of Central Government/Government of N.C.T. of Delhi/Central PSUs/BSNL/MTNL.</td>
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<tr>
<td></td>
<td>and (ii) Working Knowledge in all the modules of ‘MS Office’</td>
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<td>4. Age</td>
<td>Not exceeding 56 years as on the date of this notification.</td>
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<tr>
<td>5. Duration</td>
<td>Period of deputation will initially for a period of one year, which can be extended up to 03 years, subject to requirement and discretion of the department.</td>
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Brief description of the duties attached to the post:

The main items of work attached to the post of AO in Department of Telecommunication mainly are as under:-

1. All matters related to Administration, Pension/Family pension, DCRG, Commutation payment, CGEGIS, Pay and allowances, Maintenance of GPF, Loan and advances and LSPC to Govt. servants, Broad Sheet and Budget.
2. Settlement of all residual claims of Govt. with PSUs.
3. Assessment and Collection of License Fee/ Spectrum charges, processing of cases for calling Tenders, preparation and maintenance of Departmental accounts, internal audit etc.
4. Universal subsidy disbursement, Settlement of USO claims of various operators.
APPLICATION FOR THE POST OF ACCOUNTS OFFICER IN THE DEPARTMENT OF TELECOM (DoT), SANCHAR BHAWAN, NEW DELHI

(1) Name of the Candidate
   (In Block Capital Letters):

(2) Date of Birth & Age
   (As on the date):

(3) Whether belongs to SC/ST:

(4) Educational Qualifications:

(5) Present Post held/date from which working:

(6) 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:

<table>
<thead>
<tr>
<th>Office /Inst.</th>
<th>Post held</th>
<th>Nature of appointment</th>
<th>Period</th>
<th>Scale of Pay &amp; Pay Drawn</th>
<th>Nature of duties performed</th>
</tr>
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<tr>
<td></td>
<td></td>
<td>Regular/adhoc/deputation basis</td>
<td>From</td>
<td>To</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
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</table>
(9) Details of deputation post held previously; If any, with full particulars:

(10) Knowledge of computer. If ‘Yes’, Details of qualification/experience / areas in which worked:

(11) Other information, if any.

Signature of the candidate

CERTIFICATE TO BE RECORDED BY THE OFFICE/DEPARTMENT WHILE FORWARDING THE APPLICATION

❖ Certified that the particulars given by the applicant are true and have been verified from the office record.
❖ The applicant, if selected, will be relieved immediately.
❖ Up to date APARs/ACRs dossier for the last five years is enclosed.
❖ It is certified that no Vigilance Case is either pending or contemplated against the official concerned. There is nothing against the candidate which makes him/her ineligible for consideration for appointment to the post applied for.
❖ No Major/Minor penalty is in force or current against the official.

Signature of the Head of Office/Department
With Official Seal & Telephone No
Dated:-
1. I, Shri/Smt. _______________________________ hereby declare that my posting as AO in the Department of Telecom is purely temporary and on deputation basis and I shall not have any right to claim for seniority in the AO cadre in Department of Telecom in respect of services so rendered by me in the Department of Telecom.

2. I am not entitled to absorption as AO in the Department of Telecom.

3. I will work in the Unit / Office wherever allotted and will not seek any transfer to any other CCA Unit/DoT(Hq) on the grounds of transfer policy governing the postings and transfers of regular AOs in the Department of Telecom, during the period of such deputation.

4. I will not resort to bring any political pressure for change of posting and/or for any other benefit/cause.

5. I shall have no claim what so ever, in the DoT for appointment on regular basis, permanent & absorption etc. and liable to be repatriated to my Parent Department at any time during the period of deputation without citing any reason and or clarification etc. to such repatriation.

Place:

Dated:

Signature of the Official

Signature of the Controlling Officer/HOO
UNDERTAKING TO BE RECORDED BY THE PARENT DEPARTMENT

This (name of the department) ____________________________ hereby undertakes to spare the services of Shri /Smt. ____________________________ for a period of 01 (one) year, which can be extended up to 03 years for his/her posting on deputation to Department of Telecommunications (Hq), Govt. of India, Sanchar Bhawan, New Delhi.

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

Dated:-

UNDERTAKING TO BE RECORDED BY THE CANDIDATE

I, Shri /Smt. ____________________________ hereby agree to the conditions that I am willing to work for a period of minimum of 01 (one) year on deputation in the Department of Telecommunications (Hq), Govt. of India, Sanchar Bhawan, New Delhi and no request would be made by me for repatriation to my parent department until the completion of the period of 01 (one) year.

Signature of the Candidate

Dated:-