

भारत सरकार
Government of India
संचार मंत्रालय
Ministry of Communications
दूरसंचार विभाग
Department of Telecommunications
संचार लेखा नियंत्रक का कार्यालय, केरल
Office of the Controller of Communication Accounts, Kerala
Door Sanchar Bhavan: Thiruvananthapuram – 695 033

No.CCA/KRL/6-69/2011 (Vol-III)/Admn

Dated : 15.05.2019

NOTIFICATION

Sub : Filling up the post of One PA/Stenographer, Grade-I (Group B, Non Gazetted) in the office of the Controller of Communication Accounts, Kerala Circle, Thiruvananthapuram on deputation basis from the officials working in Central Government/Autonomous bodies of Central Government /State Government.

Controller of Communication Accounts, Kerala Circle, Thiruvananthapuram – 695033, proposes to fill up One vacant post of PA/Stenographer, Grade-I (Group-B, Non Gazetted) on deputation basis from among the staff working in Central Government Departments/Autonomous bodies of Central Government/State Government Departments, as per the details given below :

Grade	Pay Matrix	No. of posts to be filled up
PA/Stenographer, Grade-I (Group B, Non Gazetted)	Level – 6 Rs.35400 - 112400	One


2. Eligibility conditions to apply for the above posts are enclosed, in Annexure-A.
3. The period of deputation will be initially for a period of three years and can be extended by year to year basis if required in the exigencies of public service. The period of deputation including the period of deputation in any other ex-cadre post held immediately preceding this appointment should not ordinarily exceed three years.
4. The terms and conditions of deputation as stipulated in DoP&T OM No.6/8/2009-Estt. (Pay II) dated 17.06.2010 and DoP&T OM No.2/6/2016-Estt.(Pay II) dtd. 17th Feb. 2016, are applicable. The age of the applicant shall not exceed 56 years as on the closing date of receipt of application.
5. The format of application is appended as Annexure-B. The application from the willing and eligible officials whose services can be spared may be sent along with attested copy of ACR/APARs for the last 5 years and vigilance clearance through proper channel, so as to reach the undersigned on or before 30.06.2019. Belated / incomplete applications will be rejected.
6. Incomplete applications and applications not routed through proper channel with all requisite documents/certificates are liable to be rejected.



T. Radhakrishnan
Dy. Controller of Communication Accounts
Tele No. 0471 2303797
E-mail id: dyccaadmintvm@nic.in

Copy forwarded to:

1. The Deputy Director (Advertising), DAVP, PTI Building, Sansad Marg, New Delhi.
2. All Ministries / Departments under the Government of India
3. The Director (IT), Department of Telecommunications, Sanchar Bhavan, 20 Ashoka Road, New Delhi -01.
4. Assistant Director General (SEA), Department of Telecommunications, Sanchar Bhavan, 20 Ashoka Road, New Delhi -01.
5. The Secretary, General Admn Dept., 2nd floor, North Block, Secretariat, Statue, Thiruvananthapuram
6. The Director. Press Information Bureau, Thiruvananthapuram
7. All Central Government Offices located in Thiruvananthapuram
8. AAO System Administration Section, O/o CCA, Thiruvananthapuram, for uploading in DoT Website.
9. Notice Board.



T. Radhakrishnan
Dy. Controller of Communication Accounts

Annexure-A

Eligibility conditions for applying to posts on deputation in CCA offices

1. Name of the post : PA/Stenographer Grade-I (Group-B, Non-Gazetted)
2. Number of Post : 01 (One)
3. Pay Scale : Level – 6 in Pay Matrix of Rs.35400 – 112400 [Pre-revised Scale of PB-2 (of Rs.9300 – 34800) with Grade pay of Rs.4200]
4. Eligibility conditions :

(a)(i) Stenographers holding same or analogous posts in various Ministries/Departments of Central Government (ii) Autonomous bodies of Central Government (iii) State Government on regular basis.

Or

(a)(ii) Stenographers with ten years regular service in the Pay level-4 of Rs.25500 – 81100 [pre-revised PB-1 in the Pay Scale of Rs.5200–20200 with Grade Pay of Rs.2400/-] in various Ministries/Departments of Central Government/Autonomous bodies of Central Government/ State Government on regular basis.

(b) Possessing a speed of 100 w.p.m in stenography (English).
5. Working knowledge of computers
Applicants should have sufficient exposure to basic working knowledge on computers in all the modules of MS Office including the knowledge of Internet to send/receive E-mails and other related work.
6. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.
7. In case multiple applicants are found eligible, preference shall be given to applicants from Central Government Department/Ministries.



T.Radhakrishnan

Dy. Controller of Communication Accounts

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E-mail id: dyccaadmintvm@nic.in

APPLICATION

1. Name of the official :
2. Date of Birth :
3. Educational qualification/Technical qualification :
4. Whether belongs to SC/ST :
5. Date of entry into Government Service :
6. Post held at present :
7. Date from which present post held :
8. Nature of appointment
(Whether regular or Adhoc) :
9. Unit in which working [Specify Ministry/Dept.] :
10. Present pay, and Pay Matrix level :
11. Service particulars from the date of initial
Appointment (along with brief of duties
performed) :

Declaration

1. I, _____ hereby declare that my posting on deputation as Stenographer in the Department of Telecommunications 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 will not claim absorption in the DoT in the said post.
3. I am liable to be repatriated to my parent 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 applicant

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 five years duly attested are enclosed.
4. No disciplinary/vigilance case is pending or contemplated against the official. There is nothing against the applicant 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.
5. Recommendations :

Date :

Place :

Signature of the Head of office