



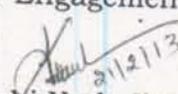
Government of India
Ministry of Communications & IT
Department of Telecommunications
National Institute of Communication Finance
Ghitorni, New Delhi-110047

No: 1-4/DG/Establishment/2012-NICF

21
Dated: 19.02.2013

Filling of the posts of Sr. Communication Accounts Officer (Sr. CAO)/Communication Accounts Officer (CAO), Asstt. Communication Accounts Officer (ACAO), Sr. Accountant and Jr. Accountant on deputation basis.

1. National Institute of Communication Finance proposes to fill up 27 posts of Sr. Communication Accounts Officer (Sr. CAO)/Communication Accounts Officers (CAO), Asstt. Communication Accounts Officers (ACAO), Sr. Accountant and Jr. Accountant in the Office of the Director General, NICF, Ghitorni, New Delhi and Ghaziabad from amongst the regular officers working in various Ministries/Departments/PSUs of Government of India purely on deputation basis.
2. The eligibility conditions for selection to the posts of Jr. Acctt., Sr. Acctt., ACAO and Sr. CAO/CAO are given in the Annexure- 'A'.
3. The period of deputation will initially be for three years. The pay, terms & conditions of deputation of the officers selected shall be regulated in accordance with Deptt. Of Per. & Trg. OM No. 2/29/91/establishment (pay-II) dated 05.01.1994 as amended time to time.
4. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central government shall ordinarily not exceed three years.
5. The head of the departments, are requested, to forward the applications of only those eligible & willing applicants who can be spared on their being selected. No withdrawal after their selection on deputation will be entertained. Personal data may be sent (i) in the given Performa (Annexure-B'), (ii) along with attested copies of ACRs for the previous 5 years and (iii) Vigilance/disciplinary Clearance Certificate to the undersigned by name so as to reach positively by 31st March 2013 for Sr. Accountant/Jr. Accountant and by 15th April 2013 in case of Sr. CAO/CAO/ACAO.
6. The deputation of BSNL staff will be governed in accordance with DoT letter No. 34-08/2001/SEA-Vol. II dated 10.01.2012 regarding Engagement of BSNL staff in CCA Offices.


(Kashi Nath Jha)
Director, NICF
011-26502459(O)
011-26501881(F)

The eligibility conditions for appointment of Jr. Accountant, Sr. Accountant, Asstt. Communication Accounts Officer, Sr. Communication Accounts Officer/Communication Accounts Officer on deputation basis as under:-

- 1. Name of the Post:** Jr. Accountant, Sr. Accountant, Asstt. Communication Accounts Officer, Sr. Communication Accounts Officer/ Communication Accounts Officer (P&T Accounts & Finance Service), Gr. 'C' and Gr. 'B' (Gazetted) in the O/o Director General, National Institute of Communication Finance.
- 2. Place of Posting:** New Delhi and Ghaziabad
- 3. Pay Band:** Rs. 5200-20200 & GP: Rs. 2800 (Jr. Acctt.)
Rs. 9300-34800 & GP: Rs. 4200, 4800 & 5400 (Sr. Acctt, ACAO& Sr. CAO/CAO)
- 4. Eligibility:** (a) Official/Officers under the Central Government

(A) For the posts of JA [Junior Accountant]

1. Officials holding same/analogous posts in various ministries/ departments of Central/State Govt./PSUs on regular basis, or
2. LDCs who have rendered not less than eight years of regular service in the grade, or
3. UDCs who have rendered not less than three years of regular service in the grade

(B) For the post of SA [Senior Accountant]

1. Officials holding same/analogous posts in various ministries/ departments of Central/State Govt./PSUs on regular basis, or
2. JA/Auditors who have rendered not less than three years of regular service in the grade.

(C) For the post of ACAO [Assistant Communication Accounts Officer]

1. Officials holding same post in various ministries / departments of Central/State Govt./PSUs on regular basis
2. Officials who have qualified in SAS or equivalent and working as JAOs

(D) For the post of Sr. C.A.O/C. A.O. [Sr. Communication Accounts Officer/Communication Accounts Officer]

1. Officials holding same in various ministries / departments of Central/State Govt./PSUs on regular basis
2. Officers who are working as AAOs and having service of more than 5 years on regular basis in that grade

(E) Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.

(F) Working knowledge of computers

The applicants to all the above posts should have sufficient exposure to basis working knowledge on computers in all the modules of MS Office including the knowledge of Internet to send/receive e-mails.

APPLICATION FORM

1. Name of the official
2. DOB
3. Educational Qualification
4. Present Post held/Date from which working
5. Unit in which working [specify Ministry/Dept]
6. Present Pay
7. Working Experience including extent of working with computer
8. 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 _____ in the Dept. of Telecom 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 organisation 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 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
with office seal and Telephone no.