



Government of India  
Ministry of Communications  
DEPARTMENT OF TELECOMMUNICATIONS  
O/o Controller of Communication Accounts, AP Circle  
Microwave Building, P & T Gandhi Colony, M G Road  
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No. CCA/AP/Admn/Depn./2023-24

Dated: 14 Nov 2023

**NOTIFICATION**

**Sub:** Vacancy circular to fill up the posts of Junior Accountants/Steno/LDC/MTS posts on deputation basis in the O/o CCA, AP Circle, Vijayawada from the officials working in Central/State Govt./ Autonomous bodies/ PSUs – regarding.

Controller of Communication Accounts, AP Circle, Vijayawada proposes to fill up the following vacant posts on deputation basis from amongst the officials working in Central / State Government/ PSUs as per the details given below:-

Sl. No.	Name of the Post	Pay Matrix Level	No. of vacancies (Apprx)	Tenure
1.	Junior Accountants (Group 'C')	Level 5 (29200-92300)	13	3
2.	Steno (Grade II) (Group 'C')	Level 4 (25500-81100)	2	2
3.	L.D.C (Group 'C')	Level 2 (19900-63200)	2	3
4.	Multi-Tasking Staff (Group 'C')	Level 1 (18000-56900)	3	2

The place of posting will be at Vijayawada. The eligibility conditions to apply for the above posts are enclosed (Annexure I).

The above vacancies are subject to change as per requirements of this office. The period of deputation will be three years/two years as mentioned above. Persons holding posts with higher level in the pay matrix on regular level need not apply for the above posts.

The terms and conditions of deputation will be regulated as per the DOP&T OM No. DOPT-1667555503571 dated 08.09.2022. The age of the applicant shall not exceed 56 years as on the closing date of receipt of application.

The format of the application is appended (Annexure II). The applications from the willing and eligible officials whose services can be spared may be sent along with attested copies of ACR/APARs for the last three years, integrity certificate and vigilance clearance so as to reach the undersigned on or before 15.01.2024 through proper channel. Belated / incomplete applications will be rejected.

Please visit [www.cgca.gov.in/ccaap](http://www.cgca.gov.in/ccaap) for further details/Annexures.

This issues with the approval of competent authority.

  
Jt. Controller  
O/o CCA, AP Circle

Copy to:-

1. All Pr.CCA/CCA/Jt.CCA with request to provide this notification wide publicity in respective circles.
2. CGCA, NICF Campus, Ghitorni, New Delhi-110047.
3. Sr. DDG(PA&F), DoP, Dak Bhawan, New Delhi-110001
4. The Director, Railway Audit, South Central Railway, Secunderabad.
5. The Comptroller and Auditor General, Bahadur Shah Zafar Marg, New Delhi – 02.
6. The CG&A, Lok Nayak Bhavan, Khan Market, New Delhi.
7. The Controller General of Defence Accounts, Ulan Batar, Rao Tularam Marg, Sport view, Palam, New Delhi.
8. The Controller of Accounts, Ministry of Personnel Public Grievances & Pension, B Wing, 3<sup>rd</sup> Floor, Lok Nayak Bhavan, New Delhi.
9. CGM, AP Circle, BSNL, Vijayawada
10. The Joint Director (Estt), Railway Board, New Delhi.
11. The General Manager (Finance), PAO Civil Lines, Delhi – 110 054.
12. The ADG (SEA), DoT HQrs, Sanchar Bhawan, Ashoka Road, New Delhi
13. The Local Audit Office, Defence Accounts (B), Kirbi Place, Delhi Cantt – 10.
14. The Area Accounts Office (Defence Accounts), T-61, Tigri Road, Delhi Cantt – 10.
15. The Director General Border Roads, Seema Sadak Bhavan, Ring Road, Delhi Cantt, New Delhi – 10.
16. The Director General, ITBP, CGO Complex, Lodhi Road, New Delhi.
17. The Director General, BSF, CGO Complex, Lodhi Road, New Delhi.
18. The Director General, CISF, Block No-13, CGO Complex, Lodhi Road, New Delhi.
19. General Manager (Finance), AP Circle, Department of Posts, Vijayawada
20. Dy. Secretary(Services), The Services Department, Govt of NCT of Delhi, Secretariat Complex, 7<sup>th</sup> Level, B Wing & 5<sup>th</sup> Level , A Wing, I P Estate, New Delhi.
21. The Accountant General, (A&E), Telangana, Saifabad, Hyderabad.
22. The Pr. Accountant General, (Audit-I), Saifabad, Hyderabad.
23. The AGM (CSS), 4<sup>th</sup> floor, Bharat Sanchar Bhawan, Harishchandra Mathur Lane, Janpath, New Delhi – 1
24. The Chief Post Master General, Telangana, Hyderabad
25. The Chief Post Master General, Andhra Pradesh, Vijayawada.
26. The Chief Post Master General, Tamilnadu, Chennai.
27. The Chief Post Master General, Karnataka, Bangalore.
28. The Director of Accounts (Postal), Hyderabad.
29. The Accountant General, (A&E), A.P. Circle, Saifabad, Hyderabad
30. CGM, Telangana Circle, Hyderabad

The eligibility conditions for deputation to the post of Junior Accountant, LDC and MTS (Group 'C') cadre in the Office of Controller of Communication Accounts, AP Circle, Vijayawada under Department of Telecommunications are as under:-

**I. Eligibility:-**

<b>SNo</b>	<b>Name of the Post</b>	<b>Eligibility Conditions</b>
<b>1</b>	<b>Junior Accountant (Group 'C')</b>	(i) Officials holding same/analogous posts in various ministries/departments of Central/State Govt./ Autonomous bodies/PSUs on regular basis <b>(OR)</b>  (ii) UDC who have rendered not less than three years of regular service in the grade <b>(OR)</b>  (iii) LDCs who have rendered not less than eight years of regular service in the grade
<b>2</b>	<b>Stenographer ( Grade II) Group 'C'</b>	Officials holding same/analogous posts in various ministries/departments of Central/State Govt./ Autonomous bodies/PSUs on regular basis with proficiency in Short hand, typing and computer knowledge with three years of regular service and having overall good performance
<b>2</b>	<b>LDC (Group 'C')</b>	Officials holding the same/analogous posts in various Ministries/Departments of Central/State Govt./ Autonomous bodies/PSUs on regular basis and having overall good performance
<b>3</b>	<b>MTS (Group 'C')</b>	Officials holding the same/analogous posts in various Ministries/Departments of Central/State Govt./ Autonomous bodies/PSUs on regular basis and having overall good performance

Applicants to the above posts 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.

**APPLICATION FOR DEPUTATION FOR THE POST OF JA/STENO/LDC/MTS  
IN THE OFFICE OF CCA, AP CIRCLE, VIJAYAWADA**

Application for the post of:

1	Name of the Official	:	
2	Date of Birth	:	
3	Educational qualifications	:	
4	Computer Knowledge	:	
5	Date of entry into Government service	:	
6	Present Post held on regular basis with scale of pay working	:	
7	Name of the Ministry/Department of Central/State Govt./Autonomous bodies/PSU where presently employed with full address and telephone number	:	
8	Service particulars from the date of initial appointment (along with brief of duties performed)	:	
9	Whether pay drawn mentioned in Col 6 is on regular/Ad-hoc/MACP basis	:	
10	Mobile Number	:	
11	Remarks if any	:	

**DECLARATION**

1. I, \_\_\_\_\_ hereby declare that my posting on deputation as **Junior Accountant/Steno/ LDC/ MTS** in the O/o CCA, AP Circle is purely on temporary basis and I shall not any right to claim seniority in the said post in respect of the services rendered by me on deputation basis.
2. I will not claim for permanent absorption in the Dept. of Telecom 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.
4. I will accept the offer of appointment on deputation in respect of place of posting unconditionally.

Place:

Date:

**(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 three 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. It is certified that the integrity of the official is beyond doubt.

Place:

Date:

**Signature of the Head of Office  
with office seal and Telephone No.**