

No. 51(6)/17/PA-Admn.I/1462 to 2207  
Government of India,  
Ministry of Communications,  
Department of Posts,  
Postal Accounts Wing,  
Dak Bhavan, New Delhi. 110 001

20.12.17  
Dated: 2017.

**/NOTIFICATION/**

Sub: Filling up of vacancies in Assistant Accounts Officer (AAO) cadre in the Postal Accounts Offices on deputation basis amongst the officers working in Central Govt. & State Govt.

I am directed to refer on the aforesaid subject and to state that it is proposed to fill up vacant posts in Assistant Accounts Officer cadre, situated at Head quarters and Postal Accounts Offices all over India, on deputation basis amongst the officers/officials working in Central Government & State Government offices, as per details below:-

Name of the Post	Pay	No. of Posts likely to be filled up
Assistant Accounts Officer (Group 'B' Gazetted)	Pay Matrix Level 8 of 7 <sup>th</sup> CPC (Pre-revised Pay band of Rs.9300-34800 + Grade Pay Rs.4800/-)	607*

\*Vacancies are tentative subject to variation

- The posts are spread all over India in the Postal Accounts Offices (detailed as per **annexure A**) and PA Wing, Head Quarter, New Delhi.
- Eligibility condition to apply for the above posts is enclosed as per **Annexure B**.
- The period of deputation shall not exceed three years and will be initially for a period of one year and can be extended for two more years, on yearly basis, if required, in the exigencies of public service.
- 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) OM No.2/29/91-Estt(Pay II) dated 5.1.1994, DOP&T OM No.AB.14017/30/2006-Estt.(RR) dated 29.11.2006, O.M. No.2/6/2009-Estt.(Pay II) dated 25.2.2009 and OM No.6/8/2009Estt.(Pay II) dated 17.6.2010 and other rules and instructions on deputation from one Government Department to another, as amended from time to time.



6. The age of the applicant shall not exceed 56 years as on closing date of receipt of application.
7. The eligible officers/officials may apply as per the application format enclosed as **Annexure C**.
8. The application from the willing and eligible officials/officers whose services can be spared may be sent, duly recommended by Head of Office/Head of Department alongwith attested copy of ACR/APARs for the last 5 years, integrity certificate and vigilance clearance report, as per **Annexure D**, so as to reach the undersigned on or before **15<sup>th</sup> January 2018**.
9. The applications received after the due date **will not be entertained and are liable to be rejected**.



(Deepak Kumar)  
**DIRECTOR (BGT & ADMN)**

Copy forwarded for information and necessary action to:-

1. All Ministries/Departments under Government of India.
2. DDG (FEB), DoT, Sanchar Bhavan, New Delhi.
3. All Pr.CCAs/CCAs for wide circulation amongst their staff as well as in their respective circle/state.
4. All Chief PMG's for wide circulation amongst their staff as well as in their respective circle/state.
5. All Head of Postal Accounts Offices for wide circulation amongst their staff as well as in their respective circle/state. It may also be ensured that if there are any variation in the vacancies (under 90% quota) mentioned in Annexure A to that exists in PAO/Circle concerned the same may also invariably be brought to notice of this office.
6. Comptroller & Auditor General of India Bahadur Shah Jafar Marg, New Delhi.
7. Controller General of Accounts (CGA) Loknayak Bhavan, Khan Market, New Delhi.
8. Joint Director (Estt), Railway Board, New Delhi.
9. Director General of Audit (P&T) Sham Nath Marg, Delhi.
10. All Directors, P&T Audit Office.
11. Pr. Controller of Defense Accounts (PCDA), G Block, K Kamraj Marg, New Delhi.

12. Controller of Accounts, Ministry of Personnel Pubic Grievances & Pension, B Wing, 3<sup>rd</sup> Floor, Lok Nayak Bhavan, New Delhi.
13. Director of Accounts, Cabinet Sectt., Est Block IX, Raval VII, R.K. Puram, New Delhi – 66.
14. The Pr. Secretary (Finance) Finance Development, Govt. of NCT of Delhi, A Wing, 04<sup>th</sup> Level, Delhi Sectt., I.P. Estate, New Delhi-02.
15. The Secretary (Services) Service Deptment, Govt. of NCT of Delhi 07<sup>th</sup> Level, Delhi Sectt., I.P. Estate, New Delhi-02.
16. The Controller of Accounts, Principal Accounts office, Govt. of NCT of Delhi A Block, Vikas Bhavan, I.P. Estate, New Delhi.
17. Accounts Organisation of all State Government.
18. GM (CEPT),([portalupload@indiaPost.gov.in](mailto:portalupload@indiaPost.gov.in) & [gmcept@indiaPost.gov.in](mailto:gmcept@indiaPost.gov.in) ) Mysore with a request to upload the same **for 30 days** on the Department's website at [www.indiapost.gov.in](http://www.indiapost.gov.in) under employee corner>> under circulars & orders. It may also be ensured that the notification may be flashed on the home page for 30 days period.
19. Guard File.
20. Spare.



Assistant Director General (PA-A)  
Telephone No.23096180/23036466.  
# 444, Dak Bhavan, Sansad Marg, N.Delhi.



**ANNEXURE A**  
**VACANCY TO BE FILLED UP BY DEPUTATION\***

NAME OF POSTAL ACCOUNTS OFFICE	Postal Circle	Location	VACANCIES
AHMEDABAD	Gujarat	Ahmedabad	29
AMBALA	Haryana	Ambala	12
BHOPAL	M.P.	Bhopal	28
BANGALORE	Karnataka	Bangalore	39
CHENNAI	Tamil Nadu	Chennai	56
CUTTACK	Odisha	Cuttack	17
DELHI	Delhi	Delhi	31
GUWHATI	Assam	Guwahati	12
HYDERABAD	A.P.	Hyderabad	39
JAIPUR	Rajasthan	Jaipur	25
JAMMU	J&K	Jammu	6
KAPURTHALA	Punjab	Kapurthala	16
KOLKATTA	W.B.	Kolkatta	58
LUCKNOW	U.P.	Lucknow	52
NAGPUR	Maharashtra	Nagpur	82
PATNA	Bihar	Patna	41
SHILLONG	N.E.	Shillong	5
SUNDERNAGAR	H.P.	Sundernagar	10
THIRUVANANTHAPURAM	Kerala	Tvm.	26
POSTAL DIRECTORATE, NEW DELHI	Dak Bhvan, N.D.	New Delhi	23
TOTAL	-----	-----	607

\*VACANCIES ARE TENTATIVE SUBJECT TO VARIATION

Annexure BEligibility conditions for applying to the post of AAO on deputation

1.Name of the Post & scale of pay with pay band	ASSISTANT ACCOUNTS OFFICER, GROUP 'B' (GAZETTED) & Pay Matrix Level 8 of 7 <sup>th</sup> CPC (Pre-revised Pay band of Rs.9300-34800 + Grade Pay Rs.4800/-)
2. Eligibility conditions	<p>i) Officers holding analogous or same post in various Central Government &amp; State Government offices, on regular basis.</p> <p>ii) Officers who have qualified in JAO/SAS or equivalent examination and working as JAOs(AAOs)</p> <p>iii) Junior Accountants/ Senior Accountants/ Auditors/Sr.Auditors Clerks who have qualified in JAO/SAS or equivalent examination conducted by any of the organized Accounts of Departments of Central Government/State Government with 5 years of regular service in the grade as on date of notification.</p> <p>And</p> <p>The 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.</p>
3.AGE	Not exceeding 56 years as on the date of this notification



**Annexure "C"**  
**APPLICATION FORMAT**

1. NAME OF THE OFFICIAL
2. DATE OF BIRTH & AGE
3. EDUCATIONAL QUALIFICATION
4. RANK/GRADING AND YEAR OF PASSING OF QUALIFYING AAO/SAS OR EQUIVALENT EXAMINATION
5. Present Post held ON REGULAR BASIS WITH SCALE OF PAY/  
Date of working as AAO on regular basis
6. Details of present post held:
  - (a) Designation of Posts:
  - (b) Scale of Pay and present pay drawn:
  - (c) Date of appointment to the post:
  - (d) Nature of appointment to the Post:  
(Whether regular/adhoc/officiating)
  - (e) Name of the Ministry/Department/ where presently  
Employed with full address and telephone No.
7. Detail of Employment/experience (ATTACH SEPRATE SHEET IF  
REQUIRED)

8.	Office/Inst/Orgn.	Post Held	Period	Scale of Pay & Pay thereof	Nature of duties.

- Details of deputation held previously;  
If any, with full particulars
9. Knowledge of computers. If 'YES', give  
Details of qualification/experience/  
Area in which worked;
  10. Choice of Station in order of preference
    - 1.
    - 2.
    - 3.
  11. Remarks, if any,.

(Signature of the applicant)

**DECLARATION**

1. I hereby declare that my posting on deputation as AAO in the Department of Posts 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 Department of Posts in the post of AAO.
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)

Annexure "D"

Certificate to be recorded by the Head of the office while forwarding the application

1. Certified that the particulars given by the applicant are true and have been verified from the service record.
2. The applicant, if selected, will be relieved immediately.
3. The copies of ACR/APARs for the last five years are enclosed.
4. No disciplinary/vigilance case is pending or contemplated against the official.
5. There is nothing against the applicant which made him/her ineligible for consideration for appointment, on deputation basis, for the post of AAO.
6. No major/minor penalty is pending or being contemplated against the official.
7. Recommendations:

Date:

Place:

Signature of the Head of the Office  
*With office seal and telephone no.*