

Government of India
Ministry of Communication
Department of Posts.
Office of the Director of Accounts (Postal) , Assam Circle ,
ARTFED Building , A.K.Azad Road , Rehabari , Guwahati – 781 008.

No. Admn / 4-330 /2017

Dated at Guwahati the - - 02-2020.

NOTIFICATION

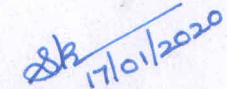
Sub:- Vacancy circular to fill up Group C Posts [Junior Accountant] in the o/o the Director of Accounts (Postal), Assam Circle , Guwahati-781 008 on deputation basis from the officials working in various Ministries /Department of Govt. Of India / State Govt./ PSUs / Autonomous Bodies of Central Govt. on regular basis including Postal Department.

The Director of Accounts (Postal) , Assam Circle , Guwahati proposes to fill up some of the vacant posts in Group 'C' cadre on deputation basis from among the staffs working under various Ministries / Department of Government of India / State Governments / PSUs /Autonomous Bodies of Central Govt. on regular basis including Postal Department as per the details given below :-

Grade	Pay Band / Pay Matrix	No. of Posts to be filled up
Jr. Accountants (Group 'C')	Level-5 of Pay Matrix under 7 th CPC equivalent to PB-2 (5200-20200 + GP of Rs. 2800/-) of pre-revised pay	10

2. **Eligibility conditions to apply for the above posts are enclosed in Annexure-A.**
3. The period of ~~deputation~~ will be initially for three years or till joining of regular incumbent , whichever is earlier. The period of deputation may further be extended by two more years if required in the exigencies of public service provided the official is willing and the parent administration approves it .
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 OM No. 2/6/2016-Estt (Pay-II) dated-17.02.2016 are applicable. Similarly the scale of pay of the selected officials on deputation will be regulated in terms of DOP&T OM No. 2/29/91-Estt (Pay-II) dated-05.01.1994 as amended from time to time. If opted by the official , deputation allowance shall thus be paid at the newly prescribed rate under 7th CPC.

The format of application is appended in Annexure-B . The application from the willing and eligible officials whose services can be spared may be sent along with attested copy of ACRs / APARs for the last 3 years , integrity certificate / vigilance certificate in **Annexure-C** so as to reach the undersigned on or **before 06.03.2020** through their Departments /Head of Office duly approved by the Competent Authority. **This is issued with the approval of the Head of the Circle.**


[Sangeeth Kumar S]
Director of Accounts (Postal)

Annexure – 'A'

Eligibility conditions for applying to posts on deputation in o/o the Director of Accounts (Postal) , Assam Circle , Guwahati- 781 008.

1. Eligibility

(a) For the Post of Junior Accountant (JA).

- (i) Must be Graduate from any recognized University.
- (ii) Officials holding analogous post in Central/State Govt. Departments & Ministries /PSUs / Autonomous Bodies of Central Govt. on regular basis or LDC with 8 years of regular service or UDCs / Postal Assistant with 5 years of regular service as on **31.12.2019.**
- (iii) Working knowledge in all modules of MS office / MS Word / Excel in computer.

2. Age.

Maximum age limit for appointment on deputation shall not exceed 40 years as on closing date of receipt of application i.e. 31.12.2019.

Note :- The Departmental officials in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation . Similarly , Deputationist will not be eligible for consideration for appointment by promotion. Period of deputation including period of deputation in another ex. Cadre post held immediately preceding this appointment in the same or other organization / Department of the Central Govt. /State Govt. / PSUs Shall ordinarily not exceed three years.

ANNEXURE-B

Application Form for Deputation for the post of Junior Accountant in the o/o the Director of Accounts (Postal) , Assam Circle , Guwahati-781 008.

1	Name of the applicant	
2	Date of Birth	
3	Whether belongs to SC/ST/OBC ?	
4	Educational qualification with year of passing & name of University	
5	Present post held / date from which working [Designation with entry date in the present post]	
6	Nature of appointment in the present post (whether regular or Adhoc)	
7	Unit/office at which working presently, Ministry/Department/Office [with full present office address]	
8	Present pay scale with present basic pay	
9	Date of entry into service of Central / State Government /PSUs with name of the post	
10	Working experience including extent of working with computer	
11	Service particulars from the date of initial appointment along with brief of duties performed	
12	Details of occupation held previously if any ?with full particulars	
13	Mobile No. and email ID	
14	Details of deputation held previously , if any	
15	Remarks if any ?	

Declaration from the applicant :-

1. I Srihereby declare that my posting on deputation as **Junior Accountant** 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 DOP 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

Annexure - C

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 [2016-17 to 2018-19].
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 .
5. No major / minor penalty is in force or current against the applicant / official.
6. The application of the candidates along with ACR/APAR and vigilance clearance may be forwarded to the **Director of Accountst (Postal) , Assam Circle , 2nd Floor , ARTFED Building , Rahabari , Guwahati – 781 008 within 06.03.2020.**

Place :-

Date :-

Signature of the Head of Office
With office seal

Office Telephone No.....

E-mail ID :-.....