

No. A- 20021/4/2018-Admn.-VI
Government of India
Ministry of Information & Broadcasting
Central Bureau of Communication

2nd Floor, Soochna Bhawan,
C.G.O Complex, Lodhi Road,
New Delhi, Dated 11/07/2025

Sub: Filling up of One(01) post of Assistant Accounts Officer(AAO) in Central Bureau of Communication on deputation basis - regarding.

Application are invited from eligible and willing officers under Central Government for the post of Assistant Accounts Officer(AAO) in Level-8 of the 7th CPC Pay Matrix in Central Bureau of Communication, Ministry of I&B to be filled on deputation basis initially for a period of three years. The details of the post and eligibility criteria are given in Annexure-I.

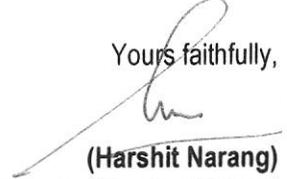
2. It is requested that applications(in quadruplicate) of interested and eligible officers who can be spared immediately in the event of selection may be forwarded in the prescribed proforma provided in Annexure-II along with i) Vigilance Clearance Certificate, (ii) Integrity Certificate, (iii) Certification by Employer/Cadre Controlling Authority, (iv) up to date APARs of the preceding 5 years, to the Deputy Director(Admn.), Room No.363, 3rd Floor, Soochna Bhawan, CGO Complex, Lodi Road, New Delhi-110003 within a period of 60 days from the date of publication of this advertisement in the Employment News/Rozgar Samachar.

3. Applications of only such officers/candidates will be considered which are routed through proper channel and are accompanied with (i) Bio-data (in quadruplicate) in the proforma as given in Annexure-II and (ii) Cadre Clearance.

4. Applications received after the closing date or without prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected. Officers, in case of selection for the said post, will not be allowed to withdraw their candidature subsequently.

5. Before forwarding the applications, Competent Authority must certify that information furnished by the applicant is genuine after verifying the same with their service records. The application should also be countersigned along with the office seat. It may also be confirmed that in the event of selection for appointment of selection for appointment, the officer concerned will be relieved of his/her duties.

Yours faithfully,


(Harshit Narang)
Deputy Director (Admn)
Phone: 24369533

Copy to:-

1. All Ministries/Departments of Government of India(through e-HRMs).
2. US(MUC-II), Ministry of I&B, Shastri Bhawan, New Delhi.
3. All ADGs(Region), CBC, Regional Offices: with a request to circulate the above O.M. amongst the officials under their respective Regions.
4. All Section of CBC(HQ).
5. NIC Cell: for publication on the website of the CBC.
6. AD, Campaign wing, CBC,Soochna Bhawan with the request to get the O.M. published in the next issue of 'Employment News'. It is also requested that the date of publication may please be intimated to this section.
7. Notice Board.

Applications are invited for filling up the post of AAO(Assistant Accounts Officer) in Central Bureau of Communication from amongst the officers of the Central Government possessing the requisite qualifications and other details of the post mentioned below:-

1	Name of post	Assistant Accounts Officer (AAO)
2	Number of post	01(one)
3	Place of posting	New Delhi
4	Classification	General Central Service Group 'B' Gazetted Ministerial.
5	Scale of Pay {Level in Pay Matrix}	Level-8 (Rs.56100-177500) of 7 th CPC Pay Matrix or ₹6500-₹200-₹10500(pre-revised scale) as per 5 th CPC.
6	Eligibility required for the post	<p>Officers of the Central Government</p> <p>(a) (i) holding the analogous post on regular basis;</p> <p style="text-align: center;">or</p> <p>(ii) with three years regular service in the scale of pay of Rs.5500-9000(pre-revised) corresponding Grade Pay-Rs.4200 in Pay Level-6;</p> <p style="text-align: center;">or</p> <p>(iii) with six years regular service posts in the scale of pay of Rs.5000-8000(Pre-revised) corresponding Grade Pay-Rs.4200, Level-6 or equivalent;</p> <p style="text-align: center;">or</p> <p>(iv) with eight years regular service posts in the scale of pay of Rs.4500-7000(Pre-revised) corresponding Grade Pay-Rs.2800, Level-5 or equivalent; and possessing any of the following qualifications:</p> <p>(b) (i) A pass in the subordinate Accounts service or equivalent examination conducted by any of the organization of Accounts Department of the Central Government.</p> <p>(ii) Successful completion of training the cash and accounts work in the Institute of Secretariat Training and Management or equivalent and experience in a Cash, accounts work.</p> <p>Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be no exceeding 56 years as on the closing date the receipt of applications.</p> <p>Note 2: The Departmental Officers in the feeder category who are in the direct line promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p>
7	Age	Not exceeding 56 years as on closing date of receipt of application

Annexure-II

**APPLICATION FOR THE POST OF ASSISTANT ACCOUNTS OFFICER IN
CENTRAL BUREAU OF COMMUNICATION
(CURRICULUM VITAE PROFORMA)**

Please affix the
photo

1	Name and Address (in Block Letters)	
2	Date of Birth (in Christian era)	
3	I) Date of entry into service	
	II) Date of retirement under Central/State Government Rules	
4	Educational Qualifications	
5	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
	Essential	Essential
	<p>Officers of the Central Government</p> <p>(a) (i) holding the analogous post on regular basis; or</p> <p>(ii) with three years regular service in the scale of pay of Rs.5500-9000(pre-revised) corresponding Grade Pay-Rs.4200 in Pay Level-6; or</p> <p>(iii) with six years regular service posts in the scale of pay of Rs.5000-8000(Pre-revised) corresponding Grade Pay-Rs.4200, Level-6 or equivalent; or</p> <p>(iv) with eight years regular service posts in the scale of pay of Rs.4500-7000(Pre-revised) corresponding Grade Pay-Rs.2800, Level-5 or equivalent; and possessing any of the following qualifications:</p> <p>(b) (i) A pass in the subordinate Accounts service or equivalent examination conducted by any of the organization of Accounts Department of the Central Government.</p> <p>(ii) Successful completion of training the cash and accounts work in the Institute of Secretariat Training and Management or equivalent and experience in a Cash, accounts work.</p>	

5.1	Note:- This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2	In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.	
6	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post {if any(i) qualification have been treated as equivalent to the one prescribed in the Rules, state the authority for the same);	

7. Details of Employment, in chronological order, Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade pay/Pay scale of the post held on regular basis	Nature of Duties (in details) highlighting experience required for the post applied for

*Important : Pay band and Grade pay or pay matrix level granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay or Pay Matrix level where such benefits have been drawn by the Candidate, may be indicated as below;

Office/ Institution	Pay, Pay Band and Grade Pay, Pay Matrix Level drawn under ACP/MACP Scheme.	From	To

8.	Nature of present employment i.e Ad-hoc or Temporary or Quasi-Permanent or Permanent	
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9.	In case the present employment is held on deputation/contract basis, please state.			
	a) The date of initial appointment	b) Period of appointment on deputation/contract.	c) Name of the parent office/ organization to which the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organization
9.1	Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate			
9.2	Note: Information under Column 12 (a) & (b) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.			
10	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
11	Additional details about present employment: Please state whether working under(indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others			
12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13	Are you in Revised Scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.			
14	Total emoluments per month now drawn			
	Basic Pay in the PB/Pay Matrix Level	Grade Pay	Total emoluments	
15	In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed			



16.	<p>a) Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the vacancy circular/Advertisement).</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
	<p>b) Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects. (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and ; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi) Any other information <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
17.	Please state whether you are applying for deputation or Short Term Contract	
18.	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assisted by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)



Address: _____

Date: _____

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possess educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be released immediately.

2. Also certified that;

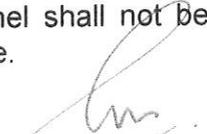
- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- ii) His/Her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed / photocopies of the ACRs for the last 5 years dully attested by an officers of the rank of Under Secretary of the Government of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Name & Seal)

Note:-

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T OM No.11012/11/2007-Estt. (A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their "cooling-off" period shortly, instructions of DOP&T in terms of OM No.2/1/2012-Estt. (Pay. II), dated 4.1.2013 may be strictly adhered to.
3. The applications/CV not complete by supporting certificates/documents in support of qualification and experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
4. The applications complete in all respect should reach to this office within two months (60 days) from the date of publication.
5. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/post in the employment news.
6. The maximum age limit for appointment by deputation shall be not exceeding Fifty Six years as on the closing date of receipt of applications.
7. The applications of the candidates should be routed through their employer only and such applications not routed through proper channel shall not be entertained and no communication in this regard shall be made.


(Harshit Narang)
Deputy Director (Admn)
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