

MOST URGENT
कार्यालय रक्षा लेखा महानियन्त्रक
OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS
उलान बटार रोड, पालम, दिल्ली छावनी-110010
ULAN BATAR MARG, PALAM, DELHI CANTT.-110010

IMPORTANT CIRCULAR

No.AN/SAS/16502/MTS-CLK/2016/PROG

Dated: 14 .10.2015

To

All PCsDA including Principal IFAs
All Controllers of Defence Accounts including IFAs
The Pr. Controller of Accounts (Fys), Kolkata and
All Controllers of Finance and Accounts (Fys),
Including Chief Internal Auditors

Subject: **Holding Examination for promotion of educationally qualified MTS to the grade of Clerk.**

It has been decided to conduct the examination for promotion of educationally qualified MTS to the grade of Clerk as per schedule given below:-

| Date | Time | Details of Test | Max. Marks | Total aggregate marks to be obtained by candidates for being declared as pass | |
|--------------------------|------------------------------|---|------------|---|-------|
| | | | | GEN | SC/ST |
| 19. 01.2016 (TUESDAY) | 10.00 to 12.00 Hrs. | General English/Samanya Hindi (i) Letter writing = 50 Marks /Essay (ii) Dictation = 30 Marks (iii) Grammar* = 20 Marks Typewriting Test }** 50 (English/Hindi) } Marks | 100 | 40 | 35 |

Note:

* The grammar portion will contain (a) corrections to simple sentences; (b) filling up the blanks with meaningful words e.g. prepositions, conjunctions, etc (c) antonyms / synonyms.

** Passing the typing test is compulsory. The speed for qualifying typing test is 35 wpm in English or 30 wpm in Hindi on Computer. (35 wpm and 30 wpm correspond to 10500 KDPH/ 9000 KDPH on an average of 5 key depressions for each word)

Typing Test will be conducted internally upto 29th January 2016 by the PCsDA/CsDA for candidates under their jurisdiction which is an essential qualification for appointment as Clerk/Typist.

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2. The eligibility criteria for appearing in the examination is as under:-
- (i) **Group - 'C' staff holding the grade pay of Rs. 1800/- and who possess 12th class pass or equivalent qualification and have rendered 3 years regular service in the grade as on 01.01.2016.**
 - (ii) **The Maximum age limit is 45 years (50 years of age for the SC/ST)**

2.1 The promotion will be released as per available vacancies and conditions of Recruitment Rules. Further, no representation from the individual(s) regarding relaxation in educational qualification/age for eligibility to appear will be entertained. The PCsDA/CsDA are requested not to forward such representation to HQrs. Office.

3. **Syllabus for the examination are as under:-**

- (i) Hindi/English Composition (10+2 Standard)
- (ii) Letter writing (Hindi /English) (10 +2 Standard)
- (iii) Dictation (Hindi/English) (10 +2 Standard)
- (iv) Grammar - (10 +2 Standard)
- (v) Typing Test - The speed for qualifying typing test is 35 wpm in English or 30 wpm in Hindi on Computer. (35 wpm and 30 wpm correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)

3.1. Candidates have option to answer the question paper either in English or in Hindi (in Devanagri Script). However, the question paper will be bilingual.

Note:

- (i) Option to answer the paper either in English or in Hindi (in Devanagri Script) must be indicated in Column 11 of the proforma; otherwise, it would be presumed that they would answer the paper in English.
- (ii) The option once exercised will be final and no request for change of option will ordinarily be entertained.
- (iii) Zero marks will be awarded for answer written in a language other than the one opted and mentioned in the application by the candidates. Further, if answers are written partly in one language and partly in another language, such answer script will not be evaluated and such candidate will be awarded **ZERO marks**.

3.2. **Typing Test will be conducted internally under the PCsDA/CsDA for candidates under their jurisdiction. The time allowed for typing test should be 10 minutes.**

4. In pursuance of guidelines notified vide Ministry of Social Justice and Empowerment, Deptt of Disability Affairs, New Delhi OM No 16-110/2003-DD.III dated 26.02.2013, details of the physically handicapped category of the candidates may be intimated. In case a physically handicapped candidate is desirous of facility of scribe/compensation time etc, application duly recommended by PCDA/CDA along with requisite medical certificate may be forwarded for consideration of request by the Competent

Authority. In this regard reference is also invited to the HQrs. Office Circular No.AN/SAS/16100/PH/Guidelines dated 12-08-2013.

5. As per instructions contained in Government of India, Cabinet Secretariat, Department of Personnel and Administrative Reforms O.M. No. F. 36021/10/76-Estt(SCT) dated 21.01.1977 which was dispensed with in consonance with the DOP&T OM No. 36012/23/96-Estt(Res.) dated 22.7.1997 and subsequently re- introduced vide DOPT OM No. 36012/23/96- Estt.(Res) Vol. II dated 03.10.2000 regarding relaxation of standards in the case of Schedule Caste/Schedule Tribe candidates in qualifying examination, it has been decided to lower/relax the qualifying standards for SC/ST candidates appearing in the Departmental Examination for Promotion of educationally qualified MTS to the clerk grade to be held in January, 2016 upto maximum of 5 Marks in aggregate i.e. the qualifying marks of SC/ST candidates would be 35 marks as against 40 Marks for General category candidates. This may be brought to the notice of all SC/ST candidates. The list of SC/ST candidates may please be prepared independently after verifying the service-books of all the candidates and not on the basis of information furnished by the candidates concerned. It may also be certified as, "The list furnished to HQrs office has been prepared with reference to the information recorded in the service-book of the candidates concerned". Candidates may also be asked to declare whether they belong to the reserved or the unreserved community and such declaration may be kept on record. A specimen of the declaration required to be furnished is enclosed.

5.1 Further, in terms of HQrs Office Circular No. AN/II/2151/PC-1089(N) dated 11.01.2013 regarding verification of caste certificate of SC/ST & OBC candidates at the time of initial appointment/promotion, it is requested that necessary undertaking as stipulated therein, in consonance with DoP&T OM No. 36011/3/2005-Estt(Res), dated 9.9.2005 may also be invariably obtained from SC/ST candidates besides aforesaid declaration and kept on record.

5.2. The candidature of the applicants whether borne on your effective strength or on proforma strength may please be screened by a Board of Officers comprising one IDAS officer and one SAO. The eligibility criteria viz. possession of minimum laid down educational qualification should be independently verified with reference to the entries in the Service Books. The board proceedings duly approved by the Jt.CDA/Controller incorporating the following certificate should be forwarded to this Headquarters together with the list of candidates.

"Certified that the possession of requisite educational qualification i.e. 12th Standard or equivalent from a recognized Board/University has been verified from the Service Books of the candidates"

5.3. Names of the intending candidates who fulfill the prescribed criteria and recommended by the Board of Officers may be forwarded in the **proforma enclosed**.

5.4. The examination will be held only in the Main Offices of the PCsDA/CsDA concerned. In respect of outstation candidates, the Main Office of the Principal Controllers/

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Controllers situated nearest to their duty station will be the centre of the examination. In stations where more than one Main Office is functioning, the examination will be held in either one of the Main Office depending upon the number of candidates appearing from each such office. The centre of the examination against each candidate will be intimated to all concerned at the time of allotment of Roll Numbers.

5.5. The list of candidates may be prepared centre-wise strictly according to the proforma enclosed and dispatched by name to Shri Sangeet, Dy. CGDA(SAS), Office of the CGDA, CENTRAD Building, Brar Square, Delhi Cantt-110010 **latest by 12th November, 2015**. Principal Controllers/Controllers are requested to ensure the above date of submission of list of candidates by the scheduled date. Nil reports are also required.

6. The names of the approved candidates will be notified as early as possible. The candidates may, however, be advised that they may commence preparing for the examination in right earnest from the time they apply for admission.

7. Receipt of this communication may be acknowledged.



(Sangeet)
Dy.CGDA (SAS)

Copy to:

1. AN-IV Section (Local) --- For similar action as stated above.
2. AN-XI Section (Local) --- For information w.r.t. their U.O. No. AN/XI /11101/Exam/2015 dated 09.09.2015.
3. EDP Centre --- For uploading the circular on website

(S.K.Khantwal)
Sr.AO (SAS)

PROFORMA

Promotion for Educationally Qualified MTS to the Grade of Clerk.

| Sl. No. | Name, Grade and A/c No. | Date of Birth | Date of Appointment | Educational Qualification | Whether SC/ST/Gen. | Date of Confirmation | Whether Physically Handicapped Viz. OH, VH or Hearing impairment | Office where serving | Centre for examination | Language option English/Hindi | Remarks if any |
|---------|-------------------------|---------------|---------------------|---------------------------|--------------------|----------------------|--|----------------------|------------------------|-------------------------------|----------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |

Certified that:

1. Service particulars have been verified from the service documents and found correct.
2. No disciplinary/vigilance case is pending or being contemplated against the individual.

CERTIFICATE

Ido hereby declare that -

* (i) I belong to(name of community)
which is included in the list of Scheduled Caste / Scheduled Tribe (as the case may be).

Or,

* (ii) I do not belong to reserved community.

Signature:

Designation:

Account No.:

Roll No.:

** Strike out which is not applicable.*

(To be used by the Main Office of Principal Controllers / Controllers concerned)

The declaration has been verified as per the information recorded in the Service Book of the individual and found correct.

Signature and Name

**Sr. Accounts Officer / Accounts Officer (AN)
Office of the PCDA / CDA**

Dated: 2015.