

**MOST URGENT**

**SPEED POST**

AN/SAS/16502/WA-CLK/2010/PROG.  
Office of the CGDA  
Ulan Batar Road, Palam  
Delhi Cantt. 110010  
Dated: 04.06.2010

To,

All the PCsDA/CsDA  
The Pr. Controller of Accounts(Fys.), Kolkata and  
All controllers of Finance and Accounts (Fys.)  
All Pr. IFA/IFAs

Subject: **Holding Examination for promotions of Educationally qualified Work Assistant (Erstwhile group - 'D' & Record Clerk) to the grade of Clerk.**

It has been decided to conduct the examination for promotions of Educationally qualified Work Assistant (Erstwhile group - 'D' & Record Clerk) 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
15. 09.2010 (WEDNESDAY)	10.00 to 12.00 Hrs.	(i) Letter writing/ Essay = 50 Marks (ii) Dictation = 30 Marks (iii) Grammar* = 20 Marks	<b>100</b>	<b>40</b>	<b>35</b>
		Typewriting Test ** } (English/Hindi) } 50 Marks			

**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.

\*\* Passing the typing test is compulsory. The speed for qualifying typing test is 30 wpm for English or 25 wpm in Hindi on manual type writer **Or** A typing speed of 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 under the PCsDA/CsDA for candidates under their jurisdiction which is an essential qualification for appointment as Clerk/Typist.

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 12<sup>th</sup> class pass or equivalent qualification and have rendered 3 years regular service in the grade as on 30th April, 2010.
- (ii) The Maximum age limit is 45 years ( 50 years of age for the SC/ST)

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) Type Writing Test - The speed for qualifying typing test is 30 wpm for English or 25 wpm in Hindi on manual type writer **Or** A typing speed of 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.**

4. In pursuance of the 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 by the CGDA to lower/relax the qualifying standards for SC/ST candidates appearing in the Departmental Examination for Promotion to the clerk grade to be held in August, 2010 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.

4.1 While sponsoring the name of the reserved community candidates a certificate as per prescribed proforma(as enclosed) is required to be furnished.

4.2 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 JCDA/Controller incorporating the following Certificate should be forwarded to this Headquarters together with the list of candidates.

**" Certified that the possession of 12<sup>th</sup> Standard from a recognized Board/University has been verified from the Service Books of the candidates"**

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

4.3 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/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.

4.4 The list of candidates may be prepared centre-wise strictly according to the proforma enclosed and dispatched by name to Shri Rajesh Chadha, IDAS, Assistant CGDA(SAS), Office of the CGDA, CENTRAD Building, Brar Square, Delhi Cantt-110010 **latest by 1<sup>st</sup> July, 2010**. 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.


5. 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.

6. Receipt of this communication may be acknowledged.

Sd/-  
(Rajesh Chadha)  
Asstt. CGDA(SAS)

Copy to:

- |      |                       |      |                                        |
|------|-----------------------|------|----------------------------------------|
| 1.   | AN-IV Section (Local) | ---- | For similar action as stated above.    |
| 2.   | AN-XI Section (Local) | ---- | For information                        |
| ✓ 3. | EDP Centre            | ---- | For uploading the circular on website. |

  
(Rajesh Chadha)  
Asstt. CGDA(SAS)

**PROFORMA**

**Promotion for Educationally Qualified Work Assistant (Erstwhile Group 'D' and Record Clerks) 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	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

I .....do 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.*

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**( 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 the ..... 2010.