

MOST IMPORTANT CIRCULAR

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	<p>कार्यालय रक्षा लेखा महानियंत्रक प्रशिक्षण एवं विकास केंद्र ,बरार स्कवायर ,दिल्ली छावनी -10 OFFICE OF THE CGDA, CENTRAD, BRAR SQUARE, DELHI CANTT-110010 Phone -011-25694268, Fax-25682151 E-mail: sascgda.dad@hub.nic.in Website: w.w.w.cgda.nic.in</p>	
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No.AN/SAS/16502/MTS-CLK/2025/PROG

Dated: 16.06.2025

To

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All PCsDA including Principal IFAs
All Controllers of Defence Accounts including IFAs & RTCs

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/PwBD
10.11.2025 (Monday)	10.00 to 12.00 Hrs.	<u>General English/Samanya Hindi</u> (i) Letter writing /Essay = 50 Marks (ii) Dictation = 30 Marks (iii) Grammar = 20 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 in the typing test is compulsory. Names of the qualified individuals in written test will be forwarded by the respective PCsDA/CsDA to Regional Centres of Staff Selection Commission for passing typing test in accordance with the HQrs Office Circular No.AN/Estt-Others/11159/JCM/2020 Dated 23.10.2020. Further, the certificate in typewriting issued under the Hindi Teaching Scheme will be treated as equivalent to the certificate issued by the SSC. As per Recruitment Rules for the post of Clerk-cum-Typist, speed for typing test is 35 w.p.m. in English or 30 w.p.m. in Hindi on computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/ 9000 KDPH on an average of 5 key depressions for each word).

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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/-(Pay Matrix-1) and who possess 12th class pass or equivalent qualification and have rendered 3 years' regular service in the grade as on 01.11.2025.**
- (ii) **The Maximum age limit as prescribed in RR, for the post of Clerk 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)

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 12 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**.

4. In pursuance of the guidelines notified vide Ministry of Social Justice and Empowerment, Deptt. Of Empowerment of Persons with Disabilities (Divyangjan), New Delhi F No. 34-02/2015-DD.III dated 29.08.2018 for conducting written examination for persons with Benchmark Disabilities Circulated vide HQrs Office letter no. AN/VIII/8200/2/PH/Annual dated 19.03.2019 specific facilities (scribe/compensation time etc,) prescribed are to be provided to such candidates. The persons with benchmark disability has to submit application duly recommended by PCDA/CDA along with requisite medical certificate for consideration of request by the Competent Authority. Further, reference is also invited to Ministry of Social Justice and Empowerment, Deptt. Of Disability Affairs, New Delhi F. No. 29-6/2019-DD.III dated 10.08.2022 for conducting written examination for persons with Benchmark Disabilities Circulated vide HQrs Office letter no. AN/VIII/8200/2/PH/Annual dated 25.11.2022, in case a person with benchmark disability or specified disabilities covered under the definition of Section 2(s) of the RPWD Act, 2016 but not covered under

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the definition of 2(r) of the said Act. i.e. person having less than 40% disability having difficulty in writing and is desirous of facility of scribe/compensation time etc., the same may be mentioned in the application at prescribed column and requisite medical certificate as specified in the OMs uploaded for consideration of request by the competent Authority. In absence of proper medical certificate no facility will be provided to such candidates.

5. As per instructions contained in Government of India, 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 of educationally qualified MTS to the Clerk grade to be held in **November, 2025** 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. Further, it has also been decided by the CGDA to extend similar relaxation in the qualifying standards for PwBD candidates at par with SC/ST candidates i.e. the qualifying marks of PwBD candidates would be 35 marks in terms of Para 8 of DOPT OM No. 36012/1/2020- Estt.(Res-II) Dated 17th May 2022. This may be brought to the notice of all SC/ST/ PwBD candidates.

5.1 The list of SC/ST/PwBD 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 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. It may also be ensured that necessary verification of disability certificate of PwBD candidates has been carried out by the Board of Officers before finalizing the list.

5.2 Further, in terms of HQrs Office Circular No. AN/II/2151/PC-1089(N) dated 11.01.2012 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.

5.3. 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. the official has rendered minimum Three (03) years regular service in the MTS (since their appointment in the Defence Accounts Department as MTS), and 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"

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

5.5. 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.


5.6. The list of candidates may be prepared centre-wise strictly according to the proforma enclosed and dispatched by name to Shri Sandeep Lakhanpal, Sr. ACGDA (SAS), Office of the CGDA, CENTRAD Building, Brar Square, Delhi Cantt-110010 **latest by 18.07.2025** 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. No hard copy will be forwarded separately.


(Sandeep Lakhanpal)
Sr. ACGDA (SAS)

Copy to:

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|---------------------------|-----|--|
| 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/2025 dated 28.05.2025 |
| 3. IT & S Section(Local) | --- | For uploading the circular on the CGDA website/WAN. |


(Sandeep Lakhanpal)
Sr. ACGDA (SAS)

PROFORMA

Promotion for Educationally Qualified MTS to the Grade of Clerk.

Sl. No.	Name, Grade and A/c No.	Sex	Date of Birth	Date of Appointment	Date of Confirmation	Educational Qualification	Whether SC/ST/Gen.	Whether Physically Handicapped Viz. OH, VH or Hearing impairment	Office where serving	Centre for examination	Language option English/Hindi	Remarks etc. i.e. including facilities requested by PH Candidates, if any
1	2	3	4	5	6	7	8	9	10	11	12	13

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.
3. 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.

Name & Signature of the Board Member (1)

Name & Signature of the Board Member (2)

**Recommendations and Acceptance of JCDA/CDA
Name & Signature**

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: 2025.