

MOST IMPORTANT CIRCULAR

WEBSITE/WAN

कार्यालय, रक्षा लेखा महानियंत्रक, सेन्ट्राल, बरार स्क्वायर, दिल्ली छावनी-110010
OFFICE OF THE CGDA, CENTRAD, BRAR SQUARE, DELHI CANTT-110010
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No.AN/SAS/16502/MTS-CLK/2021/PROG

Dated: 16.09.2021

To

All PCsDA including Principal IFAs
All Controllers of Defence Accounts including IFAs/RTCs
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.

Reference: HQrs Office Most Important Circular No No.AN/SAS/16502/MTS-CLK/2021/PROG Dated 12th July , 2021

It has been decided by the Competent Authority to reschedule the examination for promotion of educationally qualified MTS to the grade of Clerk as under: -

Date	Time	Details of Test	Max. Marks	Total aggregate marks to be obtained by candidates for being declared as pass	
				GEN	SC/ST
16.12.2021 (Thursday)	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:

- (i) 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.
- (ii) 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 also be treated as equivalent to the certificate issued by the SSC. As per Recruitment Rule for the post of Clerk-cum-Typist, speed for typing test is 35 w.p.m. for 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).

2. Consequent upon rescheduling of the examination, 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 01.12.2021.
- (ii) The Maximum age limit is 45 years (50 years of age for the SC/ST).

3. The name of intending candidates who have now become eligible due to rescheduling of the examination duly recommended by the Board of Officer may please be sent (both hard copy as well as CD in MS Excel) latest by 04.10.2021 positively in the proforma prescribed vide HQrs Office Most Important Circular No AN/SAS/16502/MTS-CLK/2021/PROG Dated 12th July , 2021.

4. Candidates who have offered their candidature as per HQrs Office Circular dated 12th July, 2021 and now intend to change the centre of their examination may send their request duly recommended by PCsDA/CsDA by 04.10.2021 positively. However, in such cases the candidates who have opted for appearing from the centres other than the nearest centres to their duty station at their own request would not be entitled Travelling Allowance.

5. It may be brought to the notice of all concerned that **no representation for relaxation of the eligibility criteria be forwarded to the HQrs office.**


6. No hard copy will be forwarded separately.



(Vinod Kumar)
ACGDA (SAS)

Copy to:

1. AN-Pay Section (Local) --- For similar action as stated above.
2. AN (Estt. Others) Section (Local) --- For information w.r.t. their U.O. No. AN/Estt-Others/11101/Exam/2021 dated 07.09.2021
3. IT & S Section(Local) --- For uploading the circular on website/WAN.



(Vinod Kumar)
ACGDA (SAS)