

## **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: 12.07.2021

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.**

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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
16.11.2021 (Tuesday)	10.00 to 12.00 Hrs.	<b>General English/Samanya Hindi</b> (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 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. 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).

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 12<sup>th</sup> class pass or equivalent qualification and have rendered 3 years' regular service in the grade as on 01.11.2021.
- (ii) The Maximum age limit is 45 years ( 50 years of age for the SC/ST)

Contd.....2.....



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 guidelines notified vide Ministry of Social Justice and Empowerment, Deptt. of Disability Affairs, New Delhi OM F.No. 34-02/2015-DD.III dated 29.08.2018, circulated vide HQrs. Office Circular No.AN/VIII/8200/2/PH/yearly dated 19.03.2019 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.

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, 2021 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 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 11.01.2012 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.

5.2. 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. 12<sup>th</sup> 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/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 Vinod Kumar, ACGDA(SAS), Office of the CGDA, CENTRAD Building, Brar Square, Delhi Cantt-110010 **latest by 4<sup>th</sup> August, 2021**. 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.



(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 17.06.2021 |
| 3. IT & S Section(Local)             | --- | For uploading the circular on website.  |

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(Vinod Kumar)  
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, 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. 12<sup>th</sup> 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**

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: ..... 2021.