AN/SAS/16501/GC-AUD/2012/PROG
Office of the CGDA,
Ulan Batar Road, Palam,
Delhi Cantt.-110 010.
Dated: the 23rd May, 2014

To

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

Sub: **Departmental Examination for promotion of Graduate Clerks to Auditors.**

It has been decided to conduct examination for promotion of Graduate Clerks to Auditors amongst Graduate Clerks-cum-Typists having a minimum of **FIVE years of service as on 30th June, 2014 in the grade for consideration of promotion to the grade of auditors against 5% quota prescribed in the Recruitment Rule** as per schedule shown below:-

DATE/DAY	TIME	PAPER	Qualifying Marks
20.08.2014 Wednesday	10.00 AM to 01.00 PM	A composite paper of 3 hrs. duration consisting of - **Total Marks = 150** - Section 'A' Codes and Manuals (Without Books) & Elementary knowledge of Computers - Objective type and short descriptive type — Max. Marks 100 - Section 'B' Comprehension and writing ability in English — Max. Marks 50	40% of the total of 150 Marks i.e. 60 Marks (both the sections put together) Qualifying Marks: Gen - 60 SC/ST - 55

Note: The promotion shall be effected subject to availability of vacancies as per Recruitment Rule and fulfillment of other laid down conditions as per extant orders.

2   **SYLLABUS/MODULE**

The pattern of questions of the Section - 'A' - (Codes and Manuals including elementary knowledge of computers) would be on the multiple choice pattern for 70 marks as well as short descriptive type answers carrying 30 marks eg. LPC, Pt. I O.O, Pt.II O.O, MACP etc. The questions will be printed bilingually i.e. in Hindi and in English. The prescribed books/syllabus for Section - 'A' (Codes & Manuals including Elementary knowledge of computers) are as under:-

1. Defence Accounts Code
2. Defence Audit Code

3. OM Part-I

4. OM Part-II

5. Appendix 'A' to DSE

6. Elementary knowledge of computers (Syllabus enclosed as Annexure 'A')

2.1.   As regard Section - 'B' - (Comprehension & writing ability of English) the paper will contain one question for essay writing on selected topics & one question for drafting on prescribed topics.   In addition, two questions to test the candidate's understanding and knowledge of English language, its vocabulary, simple grammar, synonyms etc. will also be set.

2.2.   Candidates have option to answer the question paper of Section 'A' 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 1 of the proforma otherwise, it would be presumed that the candidates 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.   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.

4.   Further, 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 regarding relaxation of standards in the case of Schedule Caste/Schedule Tribe candidates in qualifying examination, which was dispensed with in consonance with the DoP&T O.M.No.36012/23/96-Estt(Res) dated 22.7.1997 and subsequently reintroduced vide DoP&T O.M.No.36012/23/96-Estt(Res)Vol.II dated 3.10.2000, it has been decided by the CGDA to lower/relax the qualifying standards for SC/ST candidates appearing in the examination upto a maximum of 5 marks in aggregate i.e. the qualifying marks for SC/ST candidates would be 55 marks as against 60 Marks for General category candidates. **This may be brought to the notice of all SC/ST candidates.**

5.   Names of candidates who belong to reserved community may please be furnished in the prescribed proforma (as enclosed) to this office while sponsoring their names. Further, in pursuance 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 and kept on record.

6   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 graduation degree 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 a degree from a recognized University has been verified from the Service Books of the candidates"

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

6.2   The examination will be held only in the Main Offices of the Principal Controllers/Controllers concerned depending upon the no's of candidates. 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 of the Main Offices 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.

6.3   The list of candidates may be prepared centre-wise strictly according to the proforma enclosed and dispatched by name to **Shri Ambarish Barman, IDAS, Sr.ACGDA(AN), Office of the CGDA, Ulan Batar Road Palam, Delhi Cantt- 110 010 latest by 24th June 2014.** 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.

7   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.

8   Receipt of this communication may be acknowledged.

(Ambarish Barman)
Sr.ACGDA(AN)

<u>**Copy to:**</u>
1. AN-IV Section(Local)   -   For similar action as stated above.
2. AN-XI Section (Local)   -   For information.
3. EDP Section (Local)   -   For uploading on the website

Ambarish Barman
Sr.ACGDA(AN)

Syllabus on Elementary knowledge of Computers for
Clerk to Auditor Grade Examination in Defence Accounts Department

WINDOWS
- An Overview of Different Versions of Windows
- Starting Computer
- Anatomy of a Window
- The WINDOWS Environment
- Manipulating Windows in Windows
- Closing Window with the Control Menu
- Moving a Window
- Sizing a Window
- Determining the Active Window
- Selecting the Active Window
- My Computer: Orientation
- Opening and Cycling Between Programs
- Documents on your Desktop
- Window Accessories
- Calculator
- Using Kodak Imaging
- Using Notepad
- Using Paint
- Playing Games
- Using Sound Recorder
- Using Media Player
- Painting Pictures with Paint

MS WORD
- Introduction to Word Processing
- Starting MS WORD and Creating Documents
- What's on the Word Screen?
- Document
- Closing the Document
- Quitting Word
- Printing Documents
- Entering Text
- Selecting Text
- Correcting Text
- Saving a Document
- Character Formatting
- Paragraph Formatting
- Finding and Replacing
- Spell Check
- Overview of Tables

SPREAD SHEET PACKAGE

- Spreadsheet Concepts
- Starting Microsoft Excel
- Exploring the Excel Window
- Creating a Worksheet
- Saving your work
- Editing Cell contents
- Copying Formulas
- Using copy & Paste
- Moving around in the Excel Workbook
- To adjust Column Widths
- Starting New Workbooks
- Formatting Fonts
- Formatting Numbers in CELLS
- Formatting Text
- Changing Alignment: Formatting Rows and Columns
- Enhancing Your Spreadsheets
- Adjusting Row Height
- Adjusting Column Widths & Row Heights: Autofit
- Editing a Cell
- Printing Worksheets
- Introduction to Formulas
- Parts of a Function
- Entering Dates
- Working with Graphs and Charts
- Graphics
- Integrating Word processor and spreadsheets

SUGGESTED BOOK

1. Information Technology Tools & Applications by V.K. Jain.
   (Third Revised Syllabus, BRB Publications)

2. Any Books on Computer relevant to the syllabus prescribed as the candidates prefer.

PROFORMA

PROMOTION FROM GRADUATE CLERK TO AUDITOR GRADE.

Particulars of intending candidates recommended by the PCsDA/CsDA for Departmental Examination

Sl. No.	Name of the candidate	Account No	Grade	Sex	Date of Birth	Date of Appointment	Whether SC/ST/ Gen.	Whether Physically Handicapped	Station and Office where serving	Nearest centre to the candidate duty point	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.

Name & Signature of the Board Members   Acceptance and recommendations of Principal Controllers/Controllers

Name and 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 SC/ST 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 .... 2014.