
	<p>रक्षा लेखा नियंत्रक का कार्यालय, उदयन विहार, नारंगी, गुवाहाटी- 781171</p> <p>OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS</p> <p>UDAYAN VIHAR, NARANGI, GUWAHATI- 781171</p> <p>फोन/Ph फैक्स/Fax: 0361-2640394, 2640204 e-mail: <a href="mailto:cdaguwadadmin1c.dad@hub.nic.in">cdaguwadadmin1c.dad@hub.nic.in</a></p>	
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**महत्वपूर्ण परिपत्र / IMPORTANT CIRCULAR No.- 62**

सं./ No. AN/1 C/727/DE/Prom/Vol- IX

दिनांक /Dated: 20/09/2021

सेवा में / To

- 1) All Sections of MO CDA Guwahati
- 2) All Sub-Offices

(Through CDA Guwahati WEBSITE)

**विषय/ Sub:** Holding examination for promotion of educationally qualified MTS to the Grade of Clerk.

**संदर्भ/ Ref.:** HQrs Office Most Important Circular No. AN/SAS/16502/MTS-CLK/2021/PROG  
dt. 16/09/2021.

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It has been decided by the CGDA, New Delhi 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	General English/ Samanya Hindi (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 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. 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 01/12/2021 and within the maximum age limit of 45 years (50 years of age for the SC/ST) are eligible for appearing the examination. Representation for relaxation in educational qualification/ age for eligibility to appear will not be entertained.

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3. It is requested to forward names of intending candidates, who have now become eligible due to rescheduling of the examination and fulfill the prescribed criteria, in enclosed proforma duly completed in all respects and countersigned by the officer in charge of sections in Main Office and Head of Sub-Offices in confidential cover addressed to Shri D. Das Accounts Officer (AN) of this office so as to reach this office latest by 27<sup>th</sup> September 2021, repeat, by **27th September 2021**.

**Applications received after the above mentioned date will under no circumstances be entertained.**  
Information sent through e-mail/ FAX will not be considered till the receipt of post copy along with prescribed proforma by due Date. Detailed information about guidelines, syllabus/ Module and application proforma will be as prescribed in HQrs Office Most Important Circular No. AN/SAS/16502/MTS-CLK/2021/PROG dt. 13/07/2021 and this office Most Important Circular No. -51 dated 14/07/2021. The same may please be downloaded from the CDA Guwahati or CGDA Delhi Cantt. website without waiting for post copy of original letter/ circular from this office.

4. Intending candidates may be asked to declare whether he/ she belongs to the reserved community and such declaration, duly countersigned by Officer-in-charge of the section in Main Office/ Heads of Sub-Offices, may please be forwarded to this office along with the application for updating the records. Further, candidates who have offered their candidature as per HQrs Office Circular dated 12/07/2021 and this office circular dated 14/07/2021 and now intend to change the centre of their examination may send their request duly recommended by their respective officers in charge. However, in such cases where the candidates have opted for appearing from the centres other than the nearest centres to their duty station at their own request would not be entitled for Travelling Allowance.

The HQrs Office circular, undertaking, application proforma, syllabus / Module and list of books may be downloaded by the candidate from CDA Guwahati website [www.cdaguwahati.gov.in](http://www.cdaguwahati.gov.in) without waiting for copy by post.

Receipt of the communication may please be acknowledged.

NIL report is also required.

संलग्नक/Enclo.: यथोपरि /As stated above.

(एन के बिस्वास / N. K. Biswas)

उप नियंत्रक (प्रशा)/ Dy. Controller (AN)

प्रतिलिपि प्रेषित / Copy to:-

1. The CGDA, CENTRAD, Brar Square -  
Delhi Cantt. - 110010

✓ 2. The Officer-in-charge  
IT & SW Sec (Local)

For information w.r.t. above please.

It is requested to upload the same on the official website of CDA Guwahati.

(देबाप्रिय दास / Debapriya Das)

लेखा अधि. (प्रशा) / AO (AN)

## **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.