

SPEED POST

रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171

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No. AN/IC/SAS/Prelim/April/2014

Dated: 05/06/2014

To,

1. All Sections of MO CDA Guwahati,
2. Area Accounts Office, Shillong,
3. All Sub-Offices.

Subject: Conducting of Preliminary Examination (Test) for admission to SAS Part-I Examination to be held on 10th June, 2014 – Guidelines for candidates/ Invigilators & Conducting Officer.

Reference: HQrs Office Most letter No. AN/SAS/16100/Prelim/April-June/2014/QB/AS dated 20/05/2014

A copy of Appendix- 'A' and a copy of Annexure-II- Guidelines for candidates appearing in Preliminary Examination scheduled to be held on 10/6/2014 for admission to SAS Part-I Examination is forwarded herewith for necessary action to all concerned. All the prospective candidates may be intimated to bring with them their respective Identity Card/ letter of authority from the Head of Office/ Sub-Offices/Officer-in-Charge of Section(s) in M.O. Guwahati where he/she is serving. Signature of the candidates may be taken in token of having acknowledged the contents of the letter and kept in record.

It is pertinent to note that Preliminary Examination shall consists of two papers i.e. Paper-I and Paper-II and shall be conducted on 10th June, 2014 (Paper-I from 10.00 Hrs to 12.30 Hrs and Paper-II from 14.30 Hrs to 17-00 Hrs) Questions shall be set on multiple choice Answers and evaluation shall be by OMR (Optical Mark Reading) Method. Therefore the candidates shall be provided with sealed Answer Booklet, OMR Answer Sheet and one HB Pencil, sharpener and eraser. The candidates as well as the Invigilators and Conducting Officers should take extra precautions to ensure that the blank boxes in Question Booklet and Part-'A' and Part-'B' of Answer Sheets are correctly filled by the candidates before they put their signatures on the respective Boxes.

IMPORTANT: Candidate should not leave their seats unless they hand over the Question Booklets and Answer Sheets to the Invigilator/Conducting Officer. They should ensure, before leaving, that these have actually been taken possession by the Conducting Officer.

Encl: As stated above.

Sd/-
(M K Touthang)
Asstt Controller (AN)


Copy to :

1 The CGDA , Ulan Batar Road,
Palam, Delhi Cantt-110010

For information w.r.t. above please

2. The Officer-in-Charge,
EDP Sec (Local)

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


(B Borah)
Sr. Accounts Officer (AN)

APPENDIX-'A'

TO PARA-1(vi) OF ANNEXURE-1

**GUIDELINES FOR CANDIDATES APPEARING IN PRELIMINARY EXAMINATION
SCHEDULED TO BE HELD ON 10th JUNE 2014 (TUESDAY) FOR ADMISSION TO SAS
PART-I EXAMINATION, AND ALSO FOR INVIGILATORS AND CONDUCTING OFFICERS.**

Following guidelines are issued for strict compliance by the candidates, the Invigilators and the Conducting Officers :-

I. ANSWER SHEETS :

There are 2 Papers – Paper-1 (common to all) and Paper-2 (Part 'A' – common to all and Part 'B' – optional - Army, Air Force, Navy & Factory). OMR Answer Sheets shall be provided to each candidate for Paper-1 and Paper-2 separately. It is a single sheet paper. In front page of the Answer Sheet, the four digit Answer Sheet No. has been printed on top right hand side followed by INSTRUCTIONS and Part-I. In PART-I, there are boxes meant for Name of the candidate (in block capital letters), Roll No. in five boxes, boxes for Question Booklet No., signature of the candidate and signatures of the Conducting Officer and the Invigilator. The most important part of the Answer sheet is PART-II (opposite/back side of the Answer sheet). It contains Roll No. (five boxes with 1 to 0 numerical numbers for each box), Booklet No. (five boxes with 1 to 0 numerical numbers for each box) Category i.e. Gen and SC/ST and choice of Army/Air Force/Navy/Factory have boxes as well as circles. Then the main portion is the ANSWERS i.e. for Paper-1 it is ANSWER Portion. For Paper-1 the candidates have to answer 100 questions and accordingly, there are 100 Serial Number with (A) (B) (C) (D) for each Serial No. On the other hand, Paper-2 consists of two parts – Part A – Compulsory i.e. Common to all and Part B – Optional/choice and accordingly serial numbered from 1 to 50 (common) and 51 to 100 in respect of Army, Air Force, Navy and Factory with (A) (B) (C) (D) for each Serial Number.

A. BY THE CANDIDATE

(b) Candidates should fill up the **boxes** relating to Name, Roll Number correctly and put their signature on the signature box in Part-I of Answer Sheet and then turn over to next page i.e. PART-II of the Answer sheet. There is no darkening of circles in Part-I. The candidate shall use ball point pen to fill this Part.

(c) All the instructions printed on the answer sheet must be followed while **darkening the circles** in respect of Roll Number, Booklet Number, Category, Choice in Part-II in addition to fill up the boxes. Use HB Pencil only in filling up the boxes and darkening of circles in Part-II.

(d) The circle denoting the correct Answer should carefully be darkened by the candidates. All questions to be answered for Paper-1 and Paper-2 Part-A (compulsory portion) and question from any one of the sections Army, Air Force, Navy and Factory from choice portion as allowed by CGDA in Part-B. Use HB Pencil only in darkening the circles prominently while answering each questions.

(e) **Circles** against Roll Number, Booklet Number, Category, Choice of Part-II should be carefully and correctly filled up and should not be kept blank. Any incorrect darkening of circles in Part-II shall be detrimental / fatal to the candidate as computer will read only the darkened circles.

(f) While answering Paper-2, care should be taken by the candidates to ensure that in addition to attempting the Compulsory Portion (Part-A), they should attempt any one Part in the optional/choice portion (Part-B) of Paper-2 i.e. Army, Air Force, Navy and Factory. The candidates are required to quote their Roll Numbers as well as Booklet Number in the boxes in addition to darken the circles. This information is common to both Paper-1 and 2. For Paper-2, a separate box for indicating one option/choice from Army, Air Force, Navy and Factory has been prescribed. In addition to indicating the category and choice/option in the prescribed boxes, the candidates are also required to darken the circles therein.

B. BY THE INVIGILATOR

(a) The invigilator who also signs PART-I of the Answer Sheet personally to see and ensure that the candidate correctly fills up the boxes meant for name of the candidate, and signs before the invigilator puts his signature.

(b) The invigilator is also to ensure that the candidates not only correctly filled up the boxes meant for Roll No., Booklet No., Category, and Choice in Part-II but also to specifically guide and ensure that the candidates correctly darkened the circles representing the Roll No., and Booklet No., Category and Choice in Part-II.

C. BY THE CONDUCTING OFFICER

Conducting Officers are solely responsible for smooth and fair conduct of the examination. They should, before dispatching the Answer Sheets to HQrs. Office by name to the designated officer, ensure that the candidates filled up Part-I and Part-II of Answer Sheets correctly. They should see and ensure that in particular the darkening of circles in Roll No. and Booklet No., category and choice in Part-II have been done correctly by the candidates and that the Invigilators also ensure this correctness. They should also see that the candidates and the Invigilator sign the boxes in Part-I.

II. QUESTION BOOKLETS :

The Question Booklets when delivered to the candidates are sealed of the Booklets. It has 5 digit Booklet No. on the top right hand corner of the Booklet. In addition there are boxes meant for Roll No. (five digit – five boxes), Answer Sheet No. (four digit – four boxes), name of the candidate and boxes for signature of the candidate, Invigilator and Conducting Officer. Rough work if any, may be done on the Rough work portion of backside of front page and opposite side of the last page of the Question Booklets.

A. BY THE CANDIDATE

(a) Candidates should fill up the **boxes** meant for Roll Number, Answer Sheet Number correctly before putting their signatures on the boxes provided for.

(b) Candidates are to carefully read the instructions contained on the back cover of the Question Booklet.

(c) Answer Sheet No. should be correctly noted on the boxes meant for.

(d) The seal put by way of a tag shall be opened only when asked to do so by the Conducting Officer.

(e) In Paper-2, the candidates are to tick (✓) the particular one Section in Part B i.e. Section II – Army, Section III – Air Force, Section IV-Navy and Section V – Factory on the Front Page of the Question Booklet marked as TEST BOOKLET.

(f) Part I of the Question Booklet can be filled up by ball point pen.

B. BY THE CONDUCTING OFFICER

- (a) The Conducting Officers should also ensure correctness of the above before putting their signature on the box provided for.
- (b) The Booklet, after the examination is over, shall be collected by the Conducting Officer from the candidates and be kept in the personal custody which shall be transmitted / handed over to the GO(Admin.) of the Main Office of the Organization.
- (c) The Conducting Officers are to announce opening of the Question Booklets by tearing the sealed tag at the time specified by the candidates.
- (d) To ensure that the candidate as well as the Invigilator sign on the boxes provided for.

C. BY THE INVIGILATOR

The Invigilators are also to ensure correct filling up of the boxes by the candidates in the Question Booklets.

- 5. Failure to ensure correct and prominent darkening the circles generally in Roll Numbers, Booklet No., category and choice of Part-II and particularly while answering each question may entail a candidate to forfeit precious marks obtained by him / her and there would not be any scope available for revaluation of answer sheets in Preliminary Examination. No requests whatsoever shall be entertained since Answer Sheets are evaluated through Optical Mark Reading (OMR) process after due scanning.

ANNEXURE

INSTRUCTIONS FOR CONDUCTING PRELIMINARY EXAMINATION
SCHEDULED TO BE HELD ON 10th June 2014(TUESDAY) FOR
ADMISSION TO SAS PART-I EXAMINATION

1. All candidates are required to be present in the Examination Hall half-an-hour before the schedule time of the examination. The Question Booklets and blank Answer Sheets shall be circulated to the candidates 15 minutes before the commencement of the examination. During this period they are required to complete the required information on Question Booklets and Answer Sheets and also to read the INSTRUCTIONS TO THE CANDIDATES printed on the Question Booklets and blank Answer sheets. Guidelines as outlined in APPENDIX-'A' to Para 1(vi) of Annexure-1 must be followed by the candidates. The candidates will not be allowed to open the Question Booklets by tearing the tag affixed on the middle of the Question Booklet before the start of the examination and also until they are told to do so by the Conducting Officer.

- (a) No candidate will be allowed to leave the Examination Hall finally until half an hour is elapsed after the commencement of the examination.
- (b) Candidates will only enter the information required on the Question Booklets and Answer Sheets as per instructions before putting their signatures. It may also be ensured that the Conducting and the Invigilating Officers sign both in Question Booklets and Answer Sheets in the boxes provided for.
- (c) Candidates should not leave their seats unless they hand over the Question Booklets and Answer Sheets to the Invigilator/Conducting Officer. They should ensure, before leaving, that these have actually been taken possession by the Conducting officer.
- (d) Candidates shall not be allowed to have with them books or notes of any description during the course of the examination.
- (e) Any candidate who is found indulging in any malpractices such as copying from other candidates Answer Sheets or allowing other candidates to copy from his/her Answer Sheet or being found in possession of any material for reference, may not only be disqualified from that examination but may also be debarred from appearing in future examination. He/she may be, in addition, proceeded against under CCS (CCA) Rules, 1965 for non-maintenance of absolute integrity.
- (f) In case of any discrepancy between the Hindi and English version of the Questions, the English version will hold good.
