

	रक्षा लेखा नियंत्रक का कार्यालय, उदयन विहार, नारंगी, गुवाहाटी- 781171 OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS UDAYAN VIHAR, NARANGI, GUWAHATI- 781171 फोन/Ph फ़ैक्स/Fax: 0361-2640394, 2640204 e-mail: cdaguwadmin1c.dad@hub.nic.in	
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महत्वपूर्ण परिपत्र / IMPORTANT CIRCULAR No.- 51

सं./ No. AN/1 C/727/DE/Prom/Vol- IX

दिनांक /Dated: 14 /07/2021

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. 13/07/2021.

It has been decided by the CGDA, New Delhi to conduct examination for promotion of educationally qualified MTS to the grade of Clerk as per schedule shown 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	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 12th class pass or equivalent qualification and have rendered 3 years regular service in the grade as on 01/11/2021 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.

Note: The promotion shall be released as per available vacancies and conditions of Recruitment Rules.



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3. It is requested to forward names of intending candidates who 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 23rd July 2021, repeat, by **23rd July 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 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. 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 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 the HOO along with requisite medical certificate may be forwarded for consideration of request by the Competent Authority.

5. Further, in pursuance of the instructions contained in Govt. of India, Department of personnel and Administrative Reforms OM No. F 36021/10/76-Estt(SCT) dated 21/01/1977 which was dispensed with in consonance with DOP&T OM No. 36012/23/96-Estt (Res.) dated 22/07/1997 and subsequently re-introduced vide DOP&T 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 a maximum of 5 marks in aggregate, i.e., the qualifying marks for 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.

6. 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, in pursuance of this office letter Nos. AN/1 C/727/Prom/Vol-XLIII dated 21/01/2013 & AN/1 C/SAS-INS/APRIL/2013 dated 31/01/2013 and AN/1 C/727/Prom/Vol-XLIII dated 26/04/2013 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 09/09/2005 may also invariably be obtained from ST/SC candidates besides aforesaid declaration and forwarded to this office for record as advised by HQrs Office (Copy of undertaking proforma enclosed).

It is impressed upon all the concerned that for adherence to the time frame of examination, necessary action may be taken immediately based on uploading of circular on website without waiting for copy by FAX/ speed post.

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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 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.

Sd-

(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.

(देबप्रिय दास / Debapriya Das)
लेखा अधि.(प्रशा) / AO (AN)

MOST IMPORTANT CIRCULAR

WEBSITE/WAN

कार्यालय, रक्षा लेखा महानियंत्रक, सेन्ट्रल, बरार स्क्वायर, दिल्ली छावनी-110010

OFFICE OF THE CGDA, CENTRAD, BRAR SQUARE, DELHI CANTT-110010

Phone-on-25694268, 25694298, Fax: 25682151, E-mail : sascgda.dad@hub.nic.in, Website: www.cgda.nic.in

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.

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.	<u>General English/Samanya Hindi</u> (i) Letter writing /Essay = 50 Marks (ii) Dictation = 30 Marks (iii) Grammar = 20 Marks	100	40	35

Note:

- 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.
- 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:-

- 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 01.11.2021.
- The Maximum age limit is 45 years (50 years of age for the SC/ST)

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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.

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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. 12th 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 4th 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. |

— *Sd* —
(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. 12th 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

Ido 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.*

(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.