

Important Circular

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

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS,

UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

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No.AN/1C/727/DE/PROM/Vol- VII

Date: 26/10/2015.

To,

- 1.Area Accounts Office , Shillong
- 2.PAO(ORs) 58 GTC, Shillong
- 3.PAO(ORs)ARC,Shillong
- 4.All LAOs
- 5.All Sections in MO

Subject: Holding Examination for promotions of educationally qualified MTS to the grade of clerk.

It has been decided by the CGDA, New Delhi 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
19.01.2016 (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
		Typewriting Test** (English/Hindi)			
			50 Marks		

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 the typing test is compulsory. The speed for qualifying typing test is 35 wpm in English or 30 wpm in Hindi on Computer. (35 wpm and 30 wpm correspond to 10500 KDPH/9000 KDPH on an average of 5 KDPH depressions for each word)

Typing Test will be conducted internally under the PCsDA/CsDA for candidates under their jurisdiction which is an essential qualification for appointment as Clerk /Typist.

2. The eligibility criteria for appearing in the examination is as under:-

(i) Group – 'C' staff holding the grader pay of Rs. 1800/- and who possess 12th Class pass or equivalent qualification and have rendered 3 years regular service in the grade as on 01.01.2016.

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

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.

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)

v) Type Writing Test- The speed for qualifying typing test is 35 wpm in English or 30 wpm in Hindi on Computer. (35 wpm and 30 wpm correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depressions for each word)

3.1 Candidates have option to answer the question paper either in English or in Hindi (in Devanagari Script). However, the question paper will be bilingual.

Note: i) Option to answer the paper either in English or in Hindi (in Devanagari Script) must be indicated in Column 11 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.

3.2 **Typing Test & examination will be conducted in Main Office CDA Guwahati. The time allowed for typing test should be 10 minutes.**

4. In pursuance of guideline 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 along with requisite medical certificate may be forwarded for consideration for request by the competent Authority

5. As per 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 which was dispensed with in consonance with the DOP&T OM No. 36012/23/96- Estt. (Res.) dated 22.7.1997 and subsequently reintroduced vide DOPT OM No. 36012/23/96-Esstt. (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 January, 2016 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.

5.1 While sponsoring the name of the reserved community candidates a certificate as per prescribed proforma (as enclosed) is required to be furnished.

6. Name of the intending candidates who fulfill the prescribed criteria may be furnished by name to Shri H B Dutta, Sr.AO (AN),CDA Guwahati in the enclosed proforma so as the reach this office on or before 05.11.2015.

7. All the candidates may be advised that they may commence preparing for the examination in right earnest from the time they apply for admission.

8. Nil report is also required.

9. Kindly acknowledge receipt.

[Signature]

(के. ललब्यकुंङ्गा/ K. Lalbiakchhunga)

स.र.ले.नि./ACDA (प्रशा./ AN).

Copy to:

1.The CGDA

Ulan Batar Road, Palam,
Delhi Cantt:110010.

✓ 2. The Officer-In-Charge
EDP- Section (Local)

For information please

For uploading the circular on website

[Signature]

(हि. ब. दत्ता /H B Dutta)

व. लेखा अधिकारी (प्रशा.) / Sr. Accounts Officer (AN)

PROFORMA

Promotion for Educationally Qualified MTS to the Grade of Clerk.

[illegible]

CERTIFICATE

Ido hereby declare that-

*(i) I belong to(name of community) which is included in the list of Schedule Caste/Schedule Tribe (as the case may be)

Or,

*(ii) I do not belong to reserve community,

Signature:

Designation:

Account No.

Roll No.

*Strike out which is not applicable
