

**IMPORTANT CIRCULAR**



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
No.1, STAFF ROAD, SECUNDERABAD-500009  
TELE: 040-27843385 FAX:040-27810499

No:AN/II/GC&MTS – AUD/ Aug/2018

Dated: 09 .05.2018

To

The CDA IT&SDC Secunderabad  
The Addl CDA i/c PAO(Ors) EME  
The ACDA i/c PAO(Ors)AOC  
All sub-offices  
All Sections in Main Office

**SUBJECT: Departmental Examination for promotion of Graduate Clerk & Graduate MTS to Auditor Grade, Aug 2018.**

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It has been decided by Hqrs office to conduct examination for promotion of Graduate Clerks and Graduate MTS to Auditor Grade amongst Graduate Clerks-cum-Typists and Graduate MTS having a minimum of **3 years of service as on 30<sup>th</sup> June, 2018 in the grade for consideration of promotion to the grade of auditors against 10 % quota prescribed in the Recruitment Rule** as per schedule shown below:

| DATE/DAY               | TIME                       | PAPER  | Section wise break up of Marks | Max Marks  | Qualifying Marks        |
|------------------------|----------------------------|--|--------------------------------|--|-------------------------|
| 20.08.2018<br>(Monday) | 10.00 AM<br>TO<br>01.00 PM | A composite paper of 3 hrs. duration consisting of <b><u>Section 'A'</u></b><br>Codes, Manuals and Elementary knowledge of computers- Objective and short descriptive type<br><b>(Without Books)</b> | 100                            | 150<br><br>(The marks of both Sections put together) | GEN. = 60<br>SC/ST = 55 |
|                        |                            | <b><u>Section 'B'</u></b><br>Comprehension and writing ability in English  | 50                             |  |                         |

**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.

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## 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 and 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 ‘C’**)

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 letter 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 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-14** of the enclosed 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 candidates may be intimated. In case a physically handicapped candidate is desirous of facility of scribe/compensation time etc, application along with requisite medical certificate may be forwarded for consideration of request by the Competent Authority.

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4. Further, in pursuance of the instructions contained in Govt. of India, Cabinet Secretariat, Department of Personnel and Administrative Reforms OM No. F 36021/10/76-Estt. (SCT) dated 21/01/1977 regarding relaxation of Standards in the case of SC/ST candidates in qualifying examination, 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.** Names of candidates who belong to reserved community may please be furnished in the prescribed proforma (enclosed as **Annexure 'B'**) to this office.

5. 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. The centre of the examination against each candidate will be intimated to all concerned at the time of allotment of Roll Numbers by Hqrs office.

6. Names of the intending candidates with eligibility criteria Viz, possession of graduation degree from a recognized university may be **forwarded to this office in the proforma enclosed (Annexure A) so as to reach this office by 25.05.2018. It may be ensured that no candidates are left for applying their candidature. The officer-in-charge is requested to ensure the above date of submission is adhered to and Nil report also required in case there are no candidates.**

7. The names of the approved candidates will be notified. The candidates may, however, be advised that they may start preparing for the above examination well in advance from the time they apply for admission.

Please acknowledge receipt.

  
(SIVA SANKAR BANDI)  
DCDA (AN)

**PROFORMA****DEPARTMENTAL EXAMINATION FOR PROMOTION OF GRADUATE CLERK AND MTS TO AUDITOR GRADE 2018**

| RECOMMENDATION OF PCsDA/CsDA WITH FULL SERVICE PARTICULARS OF INTENDING CANDIDATES |                        |             |       |     |               |                     |                           |  |                      |                                |                                  |  |                                |         |
|--|------------------------|-------------|-------|-----|---------------|---------------------|---------------------------|--|----------------------|--------------------------------|----------------------------------|--|--------------------------------|---------|
| Sl. No.  | Name of the candidates | Account No. | Grade | Sex | Date of Birth | Date of Appointment | Date of Promotion, if any | Service in the Grade as on 30.06.2018 (in years) | Whether SC/ ST/ GEN. | Whether Physically Handicapped | Station and Office where serving | Nearest centre to the candidate duty point | Language option Hindi /English | Remarks |
| 1  | 2                      | 3           | 4     | 5   | 6             | 7                   | 8                         | 9  | 10                   | 11                             | 12                               | 13   | 14                             | 15      |

DATE:

(SIGNATURE OF CANDIDATE)

**CERTIFICATE FOR SC/ST**

I.....hereby declare that I belong to .....community which has been included in the list of Scheduled Caste/Scheduled Tribe (as the case may be) of Central Government.

**Signature :**

**Name :**

**Designation:**

**Account No.:**

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**(To be filled by the Main Office of PCDA/CDA concerned)**

The above declaration of candidate has been verified as per the information recorded in the Service Book of the individual and found correct.

**Dated: . .2018**

**Signature and Name**

**Sr. Accounts Officer/Accounts Officer(AN)  
Office of the PCDA/CDA**