

**CIRCULAR**

NO. AN/II/MTS-CLK/2021/VOL-I  
OFFICE OF THE CDA  
NO.01 STAFF ROAD  
SECUNDERABAD  
DATED: 14.7.2021

TO

ALL SUB OFFICES  
ALL SECTIONS IN MAIN OFFICE

Sub: Examination for promotion of Educationally qualified MTS to the grade of Clerk.  
Ref: Hqrs.Office Most Urgent letter No. AN/SAS/16502/MTS-CLK/2021/PROG  
Dated: 12.07.2021.

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Hqrs.Office has 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 the candidates for being declared as Pass	
				GEN	SC/ST
16.11.2021 (TUESDAY)	10.00 to 12.00 Hrs.	<b><u>General English/Samanya Hindi</u></b> (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 in the typing test is compulsory. Names of the qualified individuals in written test will be forwarded to Regional Centres of Staff Selection Commission for passing typing test. 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, The speed for Qualifying typing test is 35 wpm for 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).

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

**(i) Group -'C' Staff holding the grade pay of Rs. 1800/- and who possess 12<sup>th</sup> class pass or equivalent qualification and have rendered 3 years regular service in the grade as on 01.11.2021.**

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

2.1 The promotion will be released by Hqrs office 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)

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 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**.

4. In pursuance of guidelines notified vide Ministry of Social Justice and Empowerment Dept of Disability Affairs, New Delhi OM F No 34-02/2015-DDIII Dated 29.08.2018, circulated vide HQrs Office Circular No.AN/VIII/8200/2//PH/yearly dated 19.3.2019, 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 Head of the Office along with requisite medical certificate may be forwarded for consideration of request by the Competent Authority.

5 As per Instructions contained in Govt.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 O.M.No. 36012/23/96-Estt(Res) dated 22.07.1997 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 against 40 marks for General category candidates. This may be brought to the notice of all SC/ST candidates.

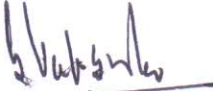
5.1. Candidates who belong to reserved community may please furnish his/her caste on the prescribed proforma.

5.2. **ALL SUB OFFICES/SECTIONS are requested to ensure submission of the information /documents etc. called for the targeted date i.e. Latest by 23.07.2021 since list of candidates alongwith board proceedings has to be reached to Hqrs latest by 2.8.2021.**

6. No hard copy will be forwarded separately.

**NIL REPORTS ARE ALSO REQUIRED.**

PLEASE ACKNOWLEDGE RECEIPT.

  
(S. VATSALA)  
ACDA(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 SC/ST 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 the ..... 2020