



CIRCULAR

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|  | <p>रक्षा लेखा नियंत्रक (र.ले.नि.) सिकंदराबाद नं. 1 स्टाफ रोड, सिकंदराबाद - 500009 OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS NO.1 STAFF ROAD, SECUNDERABAD-500 009 TELEPHONE NO 040-27843385 (Ext:320) FAXNO 040- 27810499</p> |  |
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No.AN/II/MTS & Clerk to Auditor/2022

Dated:24 .03.2022

To
ALL SUB OFFICES
ALL SECTIONS IN MAIN OFFICE

Sub: Examination for promotion of Graduate Clerk & Graduate MTS to Auditor Grade,June 2022

Ref: Hqrs.Office Most Urgent Circular No. PERS/SAS/16501/GC&GMTS-AUD/2022/PROG dt:22.03.2022.

Hqrs.Office has decided to conduct the examination for promotion of Graduate Clerk and Graduate MTS to Auditor Grade,June 2022as per schedule given below:-

| Date | Time | PAPER | Section wise break up of marks. | Max. Marks | Qualifying Marks. |
|--------------------------|---------------------------|--|---------------------------------|--|----------------------|
| 02.06.2022 (Thursday) | 10.00AM to 01.00PM. | A composite paper of 3 hrs. duration consisting of Section 'A' Codes, Manuals and elementary knowledge of Computers- Objective and short descriptive type Questions(Without Books) | 100 | 150 (The marks of both sections put together) | GEN.=60 SC/ST=55. |
| | | Section 'B' Comprehension and writing ability in English/Hindi. | 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.

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

(i) **Graduate Clerk-cum-Typists and MTS have rendered 3 years Combined service in the grade as on 01.06.2022 and possession of graduation degree should be from recognized university**

2.1 The promotion will be released by Hqrs office as per available vacancies to the grade of auditor against 10% quota prescribed in the 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 :-

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 e.g. LPC, Pt. I 0. 0, Pt.II 0.0, MACP etc. The questions will be printed bilingually i.e. in Hindi and in English

3.2. As regard **Section - 'B'** - (Comprehension 86 Writing ability of(English/Hindi), the paper will contain one question for essay writing on selected topics &, one question for letter drafting on prescribed topics. In addition, three questions to test the candidate's understanding and knowledge of language (English/Hindi), its vocabulary, simple grammar, synonyms etc. will also be set.

3.3. 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:

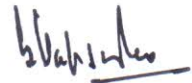
- (1) Option to answer the paper either in English or in Hindi (in Devanagari Script) must be indicated in Column-15 of the enclosed proforma otherwise, it would be presumed that the candidates would answer the paper in English.
 - (ii) The option once exercised will be final and no request for change 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.
4. In pursuance of guidelines notified vide Ministry of Social Justice and Empowerment, Deptt. of Empowerment of Persons with Disabilities (Divyangjan), New Delhi F No 34-02/2015-DD-III dated 29.08.2018 circulated vide HQrs Office letter No. AN/VIII/8200/2/PH/Annual 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. Further, in pursuance of the 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 regarding relaxation of standards in the case of Schedule Caste/ Schedule Tribe candidates in qualifying examination, which was dispensed in consonance with the DoP&T O.M.No.36012/23/96-Estt(Res) dated 22.7.1997 and subsequently reintroduced vide DoP850.M.No.36012/23/96-Estt(Res)Vol.IIdated 03.10.2000, 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.**
6. Names of candidates who belong to reserved community may please be furnished in the prescribed proforma (enclosed as Annexure-B) to this office while sponsoring their names. Further, in pursuance of HQrs. Office Circular No. AN/II/2151/PC-1089(N)

dated 11.01.2013 regarding verification of caste certificate of SC/ST 86 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 be invariably obtained from SC/ST candidates and kept on record.

7. **ALL SUB OFFICES/SECTIONS are requested to ensure submission of the information /documents etc. called for the targeted date i.e. Latest by 31.03.2022 since list of candidates alongwith board proceedings has to be reached to Hqrs latest by 10.4.2022.**
8. No hard copy will be forwarded separately.

NIL REPORTS ARE ALSO REQUIRED.

PLEASE ACKNOWLEDGE RECEIPT.



(S.VATSALA)
ACDA (AN)

PROFORMA**DEPARTMENTAL EXAMINATION FOR PROMOTION OF GRADUATE CLERK AND MTS TO AUDITOR GRADE 2022****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 | Educational Qualification | Service in the Grade as on 01.06.2022 (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 | 16 |

Certified that:

1. Service Particulars have been verified from the Service Books and found correct.
2. No disciplinary/vigilance case is pending or being contemplated against the individual.

Name and Signature of the Board Member (1)

Name and Signature of the Board Member (2)

**Recommendations and Acceptance of JCDA/CDA
Name and Signature**

CERTIFICATE FOR SC/ST

I.....hereby declare that I belong tocommunity 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.:

(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:2022

Signature and Name

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