

CIRCULAR

NO.AN/II/MTS-CLK/OCT/2016/VOL-I
OFFICE OF THE CDA
NO.1 STAFF ROAD
SECUNDERABAD
DATED: 01.06.2016

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 Imp Circular No. AN/SAS/16502/MTS-CLK/OCT/2016/PROG
Dated: 31.05.2016.

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
17.10.2016 (MONDAY)	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
		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 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).

Typing test will be conducted internally upto 31st October 2016 for candidates under the jurisdiction of this organization 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 grade 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 01.10.2016.
- (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)
- (v) Typing Test- The speed for qualifying the 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)

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**.

3.2 Typing test will be conducted internally in CDA Secunderabad for candidates under the jurisdiction of this organization. The time allowed for typing test is 10 minutes.

4. In pursuance of guidelines notified vide Ministry of Social Justice and Empowerment Dept 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 by Head of the Office along with requisite medical certificate may be forwarded for consideration of request by the HQrs Office. In this regard reference is also invited to the HQrs Office Circular No.AN/SAS/16100/PH//Guidelines dated 12.08.2013.

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 January 2016 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 15.06.2016.**

6. Of late it has been observed that some of the offices are not adhering to the date fixed for submission of the list of the candidates. In some cases lists are submitted in piecemeal at the last moment without giving sufficient time to process them. The names of the candidates who are willing to appear for the examination and are fulfilling the prescribed criteria should be sent to this office together with the recommendation of In charge of the Office/PAO by the targeted date i.e. **15.06.2016**. It may please be got noted by all concerned that the names received after the cut of date i.e. **15.06.2016** will not be considered.

NIL REPORTS ARE ALSO REQUIRED.

PLEASE ACKNOWLEDGE RECEIPT.


(B BALA JAWAHAR)
ACDA(AN)

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 reserved community.

Signature:

Designation:

Account No:

* Strike out which is not applicable.

(To be used by the Main office of Principal Controller/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 the2015.

5/5

PROFORMA

Promotion for Educationally Qualified MTS to the Grade of Clerk

Sl. No	Name, Grade and A/c No.	Date of Birth	Date of Appointment	Educational Qualification	Whether SC/ST / Gen.	Date of Confirmation	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

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.