



सत्यमेव जयते

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE

OFFICE OF THE PRINCIPAL CONTROLLER OF ACCOUNTS (FYS)

An-IV Section

10-A, S.K. BOSE ROAD, KOLKATA: 700001

E-mail ID: cda-cal@nic.in/anivpcoa.dad@hub.nic.in. Phone No: (033) 2248-5077 to 5080 Extn- 359

Website : www.pcafys.nic.in FAX No. : (033) 2248-0991

No.148/AN-IV/Graduate Clerk & MTS-AUD/AUG/2018

Dated: 15/05/2018

To

- i) All C F &A (Fys)
- ii) All sections in MO, including Railway Section & RTC (ER)
- iii) Website Cell, Main Office, Local

Sub: Departmental Examination for promotion of Graduate Clerk & Graduate MTS to Auditor Grade,AUG, 2018.

Ref: CGDA Most Important Circular No. AN/SAS/16501/GC&MTS-AUD/2018/PROG. Dated 07.05.2018 (Uploaded on website).

Head Quarters office vide circular under reference has decided to conduct to examination for promotion of Graduate Clerk and Graduate MTS to Auditor Grade amongst Graduate Clerks-cum-Typists and Graduate MTS having a minimum of **03 years of service as on 30th 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 (MONDAY)	10.00 AM to 01.00 PM	A composite paper of 3 hrs. duration consisting of Section 'A' Codes, Manuals and Elementary Knowledge of Computers- Objective and Short descriptive type (Without Books)	100	150 (The marks of both Sections put together)	GEN. = 60 SC/ST= 55

		Section 'B' Comprehension and writing ability in English.	50		
--	--	--	-----------	--	--

Note: The promotion shall be effected subject availability of vacancies as per Recruitment Rule and fulfillment of other laid down condition as per extant order.

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 e.g. LPC, Pt.I O.O., Pt.II.O.O, MACP etc. The question will be printed bilingually i.e. in Hindi and in English. The prescribed books/syllabus for **Section –'A'–** (Codes and Manuals including elementary knowledge of computers) are as under:-

- I) Defence Accounts Code.
- II) Defence Audit Code.
- III) OM Part-I.
- IV) OM Part-II.
- V) Appendix 'A' to DSE.
- VI) Elementary knowledge of computers (Syllabus enclosed as **Annexure-C**).

2.1 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 prescribe 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 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-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. 16-110/2003DD.II 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 of request by the Competent Authority.

4. In pursuance of the instructions contained in Govt. of India, Cabinet Secretariat, Dept. of Personnel and Administrative Reforms OM No. F36021/10/76-Estt. (SCT) dated 21.01.77 regarding relaxation of standards in the case of Scheduled Caste/Scheduled Tribe candidates in qualifying examination, which was dispensed in consonance with the DoP&T O.M.No.36012/23/96-Estt(Res) dated 22.07.1997 and subsequently reintroduced vide DoP&T O.M.No. 36012/23/96-Estt(Res) Vol.II dated 03.10.2000, it has been decided by the CGDA to lower/relax the qualifying standards for SC/ST candidates appearing in this 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.**

5. Names of candidates who belong to reserved community may please be furnished in the prescribed proforma (enclosed as Annexure-A) 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 & 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.

6. Names of intending candidates whether borne on your effective strength or proforma strength who fulfill the prescribed criteria may please be sent in the enclosed proforma as Annexure-A to Main Office within the scheduled date as mentioned at para 8 below.

7. The examination will be held only in the Main Office 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 station where more than one CsDA/PCsDA is functioning, the examination will be held either in senior most office/officer where logistic facilities are available or depending upon the number of candidates appearing from each such office. The centre of the examination against each candidate will be intimated to all concerned at the time of allotment of Roll Numbers by the HQrs. office.

8. The list of the eligible candidates may be prepared Centre-Wise strictly according to the PROFORMA enclosed and **despatched by name to Shri S.K.GHOSH, IDAS, AC of A(Fys) latest by 31st May, (Thursday) positively (FAX No. 033-22480991).** The list may also be uploaded in anivpcoa.dad@hub.nic.in.

9. All Controllers are also requested to forward the names of intending candidates before scheduled date as mentioned above. Before submission of list of candidates, it may be insured from all sub/subordinate offices working under your office that no candidates are left for applying their candidature. In this regard, a confirmation/nil report may be taken from all sub/subordinate offices for record at your end. No application will be entertained after scheduled date. A **NIL** report is also required.

