



कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ छावनी -226002
Office of the Principal Controller of Defence Accounts (Central Command) Cariappa Road, Cantt.,
Lucknow, Pin Code - 226002

कार्यालय दूरभाष सं.-0522-2455283
Office Phone NO. 0522-2455283

कार्यालय फैक्स सं.-0522-2451993
Office Fax NO. 0522-2451993

E-Mail ID: pcdaccan1a.dad@nic.in

No. AN/1-A/1016/MTS to Clk/Nov/2021

Date: 16/07/2021

To,

- 1- All Sub Offices of the Organization
- 2- All Sections of Main Office
- 3- Regional Training Centre Lucknow
- 4- IFA(CC), Lucknow

Sub:- Holding Examination for promotion of educationally qualified MTS to the grade of Clerk.

Ref:- HQ Office Letter No AN/SAS/16502/MTS-CLK/2021/PROG Dated 12.07.2021

Head Quarter 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 candidates for being declared as pass			
				GEN	SC/ST		
16.11.2021 (Tuesday)	10:00 AM to 12:00 NOON	General English/Samanya Hindi		100	40	35	
		1	Letter writing/Essay				50 Marks
		2-	Dictation				30 Marks
		3-	Grammar				20 Marks

Note:-

- (i) The grammar portion will contain-
 - (a) Correction to simple sentences:
 - (b) Filling up the blanks with meaningful words e.g. preposition, conjunctions etc
 - (c) Antonyms/synonyms
- (ii) Passing in the typing test is compulsory. The typing test will be conducted by respective Regional Centres of Staff Selection Commission in accordance with the HQrs Office Circular No. AN/Estt-Others/11159/JCM/2020 Dated 23.10.2020. Further, the certificate in typewriting issued under 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, speed for typing test is 35 w.p.m. in English or 30 w.p.m. in Hindi on compute (35 w.p.m. and 30 w.p.m. 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/- (Pay Matrix -1) and who possess 12th 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 as per available vacancies and conditions of Recruitment Rules. Further, no representation from the individual(s) regarding relaxation of educational qualification/age for eligibility to appear will be entertained. All the officer-in-Charge are requested not to forward such representation to Main Office.

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 indicated in Column 12 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 candidates will be awarded **ZERO marks**.

4- In pursuance of guidelines notified vide Ministry of Social Justice and Empowerment, Deptt. Of Disability Affairs, New Delhi OM F.No. 34-02/2015-DD. III dated 29.08.2018, circulated vide HQrs Office Circular No AN/VIII/8200/2/PH/yearly dated 19.03.2019 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 duly recommended by PCDA/CDA along with requisite medical certificate may be forwarded for consideration of request by the Competent Authority.

5- As per instructions contained in Government of India, 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 OM No. 36012/23/96-Est. (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 as against 40 Marks for General category candidates. This may be brought to the notice of all SC/ST candidates. Candidate may be asked to declare whether they belong to the reserved or unreserved community. A specimen of declaration required to be furnished is enclosed.

5.1- Further, in terms of HQrs Office Circular No. AN/II/2151/PC-1089(N) dated 11.01.2012 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 9.9.2005 may also be invariably obtained from SC/ST candidates besides aforesaid declaration

5.2- The examination will be held in the Main Offices of the PCsDA/CsDA concern. 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. In stations where more than one Main Office is functioning, the examination will be held in either one of the Main Office depending upon the number of candidates appearing from each such office. The centre of examination against each candidate will be intimated to all concerned at the time of allotment of Roll Number.

5.3- The application of candidates in prescribed proforma must be forwarded in a time period so as to reach in this office latest by 26.07.2021. A nil report is also solicited.

6- No hard copy of Circular will be forwarded separately.

Jt. CDA has seen.

Encls: As Above

— sd —

Accounts Officer (Admin)

Copy to:-

1- The CGDA,

: For information.

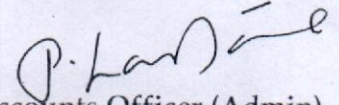
Ulan Batar Marg, Delhi Cantt -110010

2- O & M Cell (Local)

: For information and necessary action.

3- OA Cell (Local)

: For uploading the circular on website.



Accounts Officer (Admin)

CERTIFICATE

Ido 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 reserved community.

Signature:

Designation:

Account No.:

Roll No.:

* *Strike out which is not applicable.*

(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: 2021.

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

Signature:

Designation:

Account No.: