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कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ छावनी -226002  
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No. AN/1-A/1016/GC&amp;GMTS-AUD/JUNE/2022

Date: 25/03/2022

To,

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

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

**Ref:- HQ Office Letter No PERS/SAS/16501/GC&GMTS-AUD/2022/PROG Dated 22.03.2022**

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It has been decided by Head Quarter Office to conduct examination for promotion of Graduate Clerks and Graduate MTS to Auditor Grade amongst Graduate Clerks-cum-Typists and Graduate MTS having a minimum of 3 years combined service in MTS/CLERK as on 1<sup>st</sup> June, 2022 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	
					GEN	SC/ST
02.06.2022 (Thursday)	10:00 AM to 01:00 PM	A composite paper of 3 hrs. duration consisting of <u>Section 'A'</u> Codes, Manuals and Elementary knowledge of Computers – Objective and Short descriptive type Question (Without Books)	100	150 (Marks of both section put together)	60	55
		<u>Section 'B'</u> Comprehension and writing ability in English /Hindi	50			

Note: The Promotion shall be effected subject to availability of vacancy as per Recruitment Rule and fulfillment of other laid down conditions as per extant orders.

2- SYLLABUS/MODULE

The pattern of question 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. II O.O., MACP etc. The questions 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:-

- 1- Defence Accounts Code
- 2- Defence Audit Code
- 3- OM Part-I
- 4- OM Part-II
- 5- Appendix 'A' to DSE
- 6- Elementary knowledge of computers (Syllabus enclosed as Annexure- 'C')

2.1 As regard Section – 'B' (Comprehension & 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 candidates's understanding and knowledge of language (English/Hindi), its vocabulary, simple grammar, synonyms etc. will also be set.

2.2- 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 - 15 of the enclosed proforma otherwise, it would be presumed that the candidate 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.

3- 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.

4- Further, in pursuance of the 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 regarding relaxation of standards in the case of Schedule Caste/ Scheduled Tribe candidates in qualifying examination, which was dispensed in consonance with the DOP&T OM No. 36012/23/96-Est. (Res) Vol. II 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 the Departmental Examination upto maximum of 5 Marks in aggregate i.e. the qualifying marks of 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- Candidate who belong to SC/ST community invariably furnish an undertaking in prescribed proforma (Enclosed as Annexure-B)

6- The examination will be held only in the Main Offices 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 numbers 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.

7- All the Officer-in-Charge/Section-in-charge are requested to forward the names of intending candidates before 31.03.2022 in prescribed proforma (Enclosed as Annexure-'A'). No application will be entertained after scheduled date. NIL report is also requested.

8- No separate hard copy of the circular is being dispatched. The circular may be downloaded for PCDA (CC) website and necessary action taken immediately for adherence to the time frame of examination.

Encls: As Above

— sd —  
Sr. Accounts Officer (AN)

प्रतिलिपि:-

- 1- The ~~CCDA~~, DAD, Hqs  
Ulan Batar Marg, Delhi Cantt -110010
- 2- O & M Cell (Local)
- 3- OA Cell (Local)

: For information.

: For information and necessary action.

: For uploading the circular on website.

  
Sr. Accounts Officer (AN)

PROFORMADEPARTMENTAL EXAMINATION FOR PROMOTION OF GRADUATE CLERKS AND MTS TO AUDITOR GRADE 2022

Sl No	Name of the Candidate	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/G EN	Whether Physically Handicapped	Station and office where serving	Nearest Centre to the candidates duty point	Language Option Hindi/English	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Signature .....

Name .....

Design &amp; A/c No.....

Office Name.....

CERTIFICATE FOR SC/ST

I ..... hereby declare that I belong to ..... community 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 :

SYLLABUS ON ELEMENTARY KNOWLEDGE OF COMPUTERS FOR  
GRADUATE CLERK AND GRADUATE MTS TO AUDITOR GRADE EXAMINATION

WINDOWS

- ✓ An Overview of Different Versions of Windows
- ✓ Starting Computer
- ✓ Anatomy of a Window
- ✓ The WINDOWS Environment
- ✓ Manipulating Windows in Windows
- ✓ Closing Window with the Control Menu
- ✓ Moving a Window
- ✓ Sizing a Window
- ✓ Determining the Active Window
- ✓ Selecting the Active Window
- ✓ My Computer: Orientation
- ✓ Opening and Cycling Between Programs
- ✓ Documents on your Desktop
- ✓ Window Accessories
- ✓ Calculator
- ✓ Using Kodak Imaging
- ✓ Using Notepad
- ✓ Using Paint
- ✓ Playing Games
- ✓ Using Sound Recorder
- ✓ Using Media Player
- ✓ Painting Pictures with Paint

MSWORD

- ✓ Introduction to Word Processing
- ✓ Starting MSWORD and Creating Documents
- ✓ What's on the Word Screen?
- ✓ Document
- ✓ Closing the Document
- ✓ Quitting Word
- ✓ Printing Documents
- ✓ Entering text
- ✓ Selecting Text
- ✓ Correcting Text
- ✓ Saving a Document
- ✓ Character Formatting
- ✓ Paragraph Formatting
- ✓ Finding and Replacing
- ✓ Spell Check
- ✓ Overview of Tables

### **SPREAD SHEET PACKAGE**

- Spreadsheet Concepts
- Starting Microsoft Excel
- Exploring the Excel Window
- Creating a Worksheet
- Saving your work
- Editing Cell contents
- Copying Formulas
- Using copy & Paste
- Moving around in the Excel Workbook
- To adjust Column Widths
- Starting New Workbooks
- Formatting Fonts
- Formatting Numbers in CELLS
- Formatting Text
- Changing Alignment: Formatting Rows and Columns
- Enhancing Your Spreadsheets
- Adjusting Row Height
- Adjusting Column Widths & Row Heights: Auto fit
- Editing a Cell
- Printing Worksheets
- Introduction to Formulas
- Parts of a Function
- Entering Dates
- Working with Graphs and Charts
- Graphics
- Integrating Word processor and spreadsheets

### **SUGGESTED BOOK**

1. Information Technology & Applications by V.K. Jain  
(Third Revised Syllabus, BRB Publications)
2. Any Books on Computer relevant to the syllabus prescribed as the candidates prefer.