



सत्यमेव जयते

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

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**MOST URGENT/IMPORTANT CIRCULAR  
THROUGH WEBSITE**

No. AN/1A/1057/GC&MTS-AUD/2018/PROG.

Dated: 10-05-2018

To,

The IFA (CC), Lucknow  
The CDA RTC, Lucknow  
All Sub Offices of PCDA (CC)  
All Sections in main office.

**Sub: Departmental Examination for Promotion of Graduate Clerks & Graduate MTS to Auditor,  
Aug, 2018.**

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It has been decided by the HQrs office to conduct examination for promotion of Graduate Clerks and Graduated MTS to Auditor Grade amongst Graduate Clerks-cum-Typist and Graduate MTS having a minimum of 3 year of service as on 30<sup>th</sup> June, 2018 in the grade for consideration of promotion to the grade of auditors against 10% quota prescribed in the Recruitment Rules as per schedule shown below:-

| DATE/DAY               | TIME                       | PAPER  | Section wise break up of Marks | Max. Marks                                       | Qualifying Marks        |
|------------------------|----------------------------|--|--------------------------------|--|-------------------------|
| 20.08.2018<br>(Monday) | 10.00 AM<br>to<br>01.00 PM | A composite paper of 3 hrs. duration consisting of <b>Section 'A'</b><br>Codes, Manuals and Elementary knowledge of Computers-Objective and Short descriptive type (Without Books) | 100                            | 150<br>(The marks of both Sections put together) | GEN. = 60<br>SC/ST = 55 |
|                        |                            | <b>Sections 'B'</b><br>Comprehension and writing ability in English  | 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.

Continue.....

2. **SYLABUS/MODULE**

The pattern of questions of the **Section-'A'**- (Codes and Manuals including knowledge of computers) would be on the multiple choice pattern for 70 marks as descriptive type answer carrying 30 marks e.g. LPC, Pt.I O.O, Pt.II O.O,MACP etc. will be printed bilingually i.e. in Hindi and in English. The prescribed books/ **Section -'A'** (Codes, Manuals and 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 computer (Syllabus enclosed as Annexure-

2.1. As regards **Section -'B'**- (Comprehension & Writing ability of English), the contain one question for essay writing on selected topics & one question for letter prescribed topic. In addition, two questions to test the candidates understands and of English language, its vocabulary, simple grammar, synonyms etc. will also be set.

2.2. Candidates have option to answer the paper either in English or in Hindi (in Script). However, the question paper will be bilingual.

**Note:-**

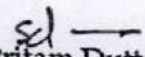
- (i) Option to answer the paper either in English or in Hindi (in Devanagari Scri indicated in **Column-14** of the enclosed proforma otherwise, it would be pre the candidates would answer the paper in English.
- (ii) The option once exercised will be final and no request for change of ordinarily be entertained.
- (iii) Zero marks will be awarded for answer written in a language other than the and mentioned in the application by the candidates. Further, if answers a partly in one language and partly another language, such answer script v evaluated and such candidate will be awarded **ZERO** marks.

3. In pursuance of guidelines notified vide Ministry of Social Justice and Emp Deptt. Of Disability Affairs, New Delhi OM No 16-110/2003-DD.III dated 26.02.2013 the physically handicapped category of the candidates may be intimated. In case, a handicapped category of the candidates may be intimated. In case, a physically ha candidate is desirous of facility of scribe/compensation time etc., applica recommended by **Officer-in-Charge** along with requisite medical certificate may be for consideration of request by the competent Authority.

4. Further, in pursuance of the instructions contained in Government of Indi Secretariat, Department of Personnel and Administrative Reforms O.M.No.F.36021/ (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.F.36021/23/96-Est(Res) dated 22.07.1997 and subsequently reintroduced vide DoP&T O.M.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 examination upto a maximum 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 notice of all SC/ST candidates.** The candidates are also requested to furnish whether they belong to reserved or unreserved category.

5. The candidature of the applicants will be screened by B.O.O. The eligibility criteria viz. possession of graduation degree will also be verified by B.O.Os.
6. The examination will be held only in the Main Offices of the Principal Controllers/Controllers concerned depending upon the no's of the 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.
7. The list of candidate may be prepared centre wise strictly according to the proforma enclosed and dispatched by name to **Shri Pritam Dutta, IDAS, DCAD (AN)** office of the PCDA (CC), Lucknow latest by 31 May, 2018. A Nil report is also required.
8. The candidates may also be advised to start preparing for examination.
9. Receipt of communication may be acknowledged.

  
(Pritam Dutta)  
DCDA (AN)

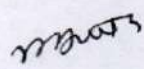
**Copy to:**

01. The CGDA,  
Ulan Batar Road,  
Palam,  
Delhi Cantt.- 110010

For information with respect to the HQrs office letter no.  
AN/SAS/16501/GC&MTS-AUD/2018/PROG. dated  
07.05.2018.

02. The OIC  
OA Cell (local)

For uploading on the website of PCDA (CC), Lucknow.

  
(Pritam Dutta)  
DCDA (AN)

PROFORMA

DEPARTMENTAL EXAMINATION FOR PROMOTION OF GRADUATE CLERK AND MTS TO AUDITOR GRADE 2018

| 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 | Service in the Grade as on 30.06.2018 (in years) | Whether SC/ST/GEN. | Whether Physically Handicapped | Station and Office where candidate serving duty point | Language option Hindi /English | Remarks |    |
| 1  | 2                      | 3           | 4     | 5   | 6             | 7                   | 8                         | 9  | 10                 | 11                             | 12  | 13                             | 14      | 15 |

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  
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.:**

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**(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: . . .2018**

**Signature and Name**

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

**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 MS WORD 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.