

CIRCULAR

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
[WESTERN COMMAND] CHANDIGARH

No.AN/SAS/1432/CLK&MTS-AUD/2018/

Dated: 4/ 05/2018

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

Ref:-HQrs office Most Important circular No AN/SAS/16501/GC&MTS-AUD/2018/PROG dated 07.05.2018.

It has been intimated by HQrs office that departmental Examination for Promotion of Graduate Clerk & Graduate MTS to Auditor Grade, will be held as per scheduled shown below: -

Day/Date	TIME	Paper	Section wise break up of Marks	Max .Marks	Qualifying Marks
20.08.2018 (Monday)	10.00AM to 01.00PM	A composite paper of 3 hrs.duration consisting of <u>Section 'A'</u> Codes,Manuals & Elementary knowledge of computers – objective & short descriptive type (without Books)	100	150(The marks of both sections put together)	GEN=60 SC/ST=55
		<u>Section –B</u> Comprehension & writing ability in english	50		

NOTE:- The promotion shall be effected subject to availability of vacancies as per Recruitment Rules and fulfilment of other laid down condition as per extant orders.

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 questions will be printed bilingually i.e. in Hindi and in English. The prescribed books/syllabus for **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 computers (Syllabus enclosed as **Annexure- 'C'**)

2.1. As regard **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 prescribed 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 & Empowerment, Deptt. of Disability Affairs, New Delhi OM No 16-110/2003-DD.III dated 26.02.2013 details of the physically handicapped category of the candidate may be intimated. In case a physically handicapped candidate is desirous of availing facility of scribe/compensation time etc, application duly recommended by the OI/C along with requisite Medical Certificate may be forwarded for consideration of request by the Competent Authority.

4. As per instructions contained in Govt. of India, Cabinet Secretariat, Department of Personnel and Administrative Reforms OM No. F.36021/10/76-Estt (SCT) dated 21.01.77 regarding relaxation of standards in the case of Scheduled Caste/Scheduled Tribe candidates in qualifying examination, it has been decided by 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 the SC/ST candidates.

5. Names of the candidates who belong to reserved community may please be furnished in the prescribed proforma (enclosed as Annexure-B) to this office while sponsoring their names itself as per instructions contained in HQrs Circular No. AN/SAS/16501/GC&MTS-AUD/2018/PROG dated 07.05.2018. Candidates may also be asked to declare whether they belong to the reserved or unreserved community and such declaration /undertaking needs to be forwarded to this office for our record. A specimen of the declaration is enclosed.

6. List of candidates in prescribed proforma alongwith prescribed certificate may please be forwarded i.e Certified that the names of all the intending candidates have been carefully scrutinized and all requirement for admission of a candidate to the Examination are fulfilled by all candidates whose name has been included in the Nominal Roll and recommended. This may reach in this office by 30 May 2018 by name to Smt. Vandana Kuniyal, SAO (AN-VI) O/o The PCDA {WC} Chandigarh positively through FAX/e-mail or followed by Speed Post for onward submission to HQrs office by stipulated date. All Officer-in-charge are requested to ensure that the above date of submission of list of candidates is strictly adhered to. It is also requested that the completion of proforma as Annexure-A. and certificate of candidates may be checked personally by them before forwarding the same to this office.

7. The examination will be held only in 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 the duty station will be centre of the examination. The station where more than one CsDA/PCsDA is functioning, the examination will be held either by 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 candidates will be intimated to the concerned at the time of allotment of Roll Numbers.

AUTHORITY: HQrs OFFICE MOST IMPORTANT CIRCULAR NO. AN/SAS/16501/GC & MTS-AUD/2018/PROG dated 07.05.2018.

NOTE:- All Sub/Subordinates offices working under PCDA,WC are to insure that no candidate are left for applying their candidature and a **confirmation/Nil** report is to be submitted.

NO: **No.AN/SAS/1432/CLK&MTS-AUD/2018**
Dated:- 14.05.2018


ACDA [AN]

DISTRIBUTION

The CGDA Ulan Batar Road, Palam Delhi Cantt

The PCDA [P] Allahabad

All Sub offices including PAO(ORs)

All Section in Main off

All IFA's

✓ OI/C Library

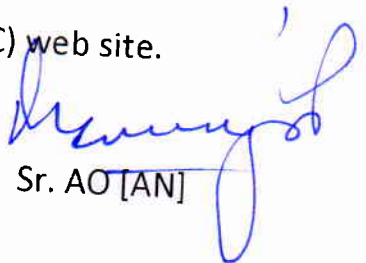
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For information

for uploading of circular on PCDA (WC) web site.


Sr. AO [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 serving	Nearest centre to the candidate 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
tocommunity 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.:

(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**

Annexure-C

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.