MOST IMPORTANT CIRCULAR

To

All Sections in Main Office
All Sub Offices under PCDA(WC)

Subject

Holding Examination for promotions of educationally qualified MTS to the grade of Clerk.

Ref:
HQrs office circular No.AN/SAS/16502/MTS-CLK/NOV/2019/PROG dated 12-07-2019
available on CGDA website

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It has been decided by the HQrs office, Delhi Cantt to conduct the examination for promotion of educationally qualified MTS to the grade of Clerk as per schedule given below:-

<table>
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<th>Date</th>
<th>Time</th>
<th>Details of Test</th>
<th>Max Marks</th>
<th>Total aggregate marks to be obtained by candidates for being declared as pass</th>
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| 11.11.2019     | 10.00 to 12.00 Hrs. | General English/Samanya Hindi (i) Letter writing/ Essay =50 Marks 
(ii) Dictation = 30 Marks 
(iii)Grammar* =20 Marks 
Typewriting Test** 50 (English/Hindi) Marks | 100        | 40 SC/ST 35 |

Note:
* The grammar portion will contain (a) corrections to simple sentences; (b) filling up the blanks with meaningful words e.g. prepositions, conjunctions, etc (c) antonyms.
** Passing the typing test is compulsory. The speed for qualifying typing test is 35 wpm in English or 30 wpm in Hindi on Computer. (35 wpm and 30 wpm correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).

Typing Test will be conducted internally up to 21st November 2019 under the PCSDA/CSDA for candidates under their jurisdiction which is an essential qualification for appointment as Clerk/Typist. The time allowed for typing test should be 10 minutes. However, for candidates who are posted in sub offices which are distantly located from main office or having less numbers of candidates it is suggested that PCSDA/CSDA in consultation with the co-located nominated Conducting Officers of the written examination may review the feasibility of conduct of typing test for accommodating such candidates at the geographical nearby examination center.
2.  The eligibility criteria for appearing in the examination is as under:-

(i)  Group - 'C' staff holding the grade pay of Rs. 1800/- and who possess 12th class pass or equivalent qualification and have rendered 3 years regular service in the grade as on 01.11.2019.

(ii) The Maximum age limit is 45 years (50 years of age for the SC/ST).

(iii) In case the individuals have acquired the minimum educational qualification required for the said purpose after joining the service, it must be ensured that entry to the effect has been made in the service records/services-book.

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 in educational qualification/age for eligibility to appear will be entertained. The PCsDA/CsDA are requested not to forward such representation to Hqrs.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 )

(v)   Type Writing Test - The speed for qualifying typing test is 35 wpm in English or 30 wpm in Hindi on Computer. (35 wpm and 30 wpm correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)

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 be indicated in Column 11 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 candidate will be awarded ZERO marks.

3.2 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. In this regard reference is invited to Hqrs office Circular No. AN/VIII/8200/2/PH/Yearly dated 19-03-2019.

3.3 Typing Test will be conducted internally under the PCsDA/CsDA for candidates under their jurisdiction which is an essential qualification for appointment as Clerk/Typist. The time allowed for Typing Test should be 10 Minutes.
3.4 In pursuance of the instructions contained in various Govt. letters, 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 2019 up to 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.

4.1 While sponsoring the name of the reserved community (SC/ST) candidates an
attested copy of caste certificate along with a certificate as per prescribed Proforma (copy
enclosed) is required to be invariably furnished.

4.2 The examination will be held only in the Main Offices of the PCsDA/CsDA
concerned. 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 the examination against each
candidate will be intimated to all concerned at the time of allotment of Roll
Numbers.

5. The list of eligible candidates (who fulfill the eligibility criteria as per
Para-2) posted in Your office/section may kindly be forwarded in the prescribed
proforma so as to reach this office by 25-07-2019 by name to Shri N.C.Dogra,
SAO(AN) positively through Fax/e-mail for onward transmission to HQrs office latest
by 2nd August 2019.

6. The contents of this circular may be got noted from all concerned
individuals and kept on your record. HQrs office letter cited under reference
containing complete instruction & guidelines uploaded in HQrs website may also be
read carefully to avoid any discrepancy at the later stage.

7. Nil report is also required.

8. No hard copy will be forwarded separately.

Encls: As above

(N.C.Dogra)
Sr.Accounts Officer(AN)

Copy to:
IT & S Section(Local) : for uploading on PCDA website.

(N.C.Dogra)
Sr.Accounts Officer(AN)
# PROFORMA

Promotion for Educationally Qualified MTS to the Grade of Clerk.

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name, Grade and A/C No.</th>
<th>Date of Birth</th>
<th>Date of Appointment</th>
<th>Educational Qualification</th>
<th>Whether SC/ST/Gen.</th>
<th>Date of Confirmation</th>
<th>Whether Physically Handicapped Viz. O.H, V.H or Hearing Impairment</th>
<th>Office where serving</th>
<th>Centre for examination</th>
<th>Language option: English/Hindi</th>
<th>Remarks: if any</th>
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Certified that:

1. Service particulars have been verified from the service documents and found correct.
2. No disciplinary/vigilance case is pending or being contemplated against the individual.
3. "the possession of requisite educational qualification i.e. 12th Standard or equivalent from a recognized Board/University has been verified from the Service Books of the candidates"

Name & Signature of the Board Member (1)  

Name & Signature of the Board Member (2)

Recommendations and Acceptance of JCDA/CDA  
Name & Signature
CERTIFICATE

I .................................................................do 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.:

* 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