कार्यालय, रक्षा लेखा महानियंत्रक, उलान बटार रोड, पालम,दिल्ली छावनी-110010
OFFICE OF THE CGDA, ULAN BATAR ROAD, PALAM,DELHI CANTT-110010
Phone 011-25694268,25694298, Fax:25682151, Email: sascgda.dad@hub.nic.in, Website: www.cgda.nic.in

No.AN/SAS/16501/GC&MTS-AUD/2018/PROG.   DATED: 07.05.2018

To

    All PCsDA, including Principal IFA
    All Controllers of Defence Accounts, including IFAs
    The Principal Controller of Accounts (Fys.) Kolkata
    All Controllers of Finance and Accounts (Fys.)
    Including Chief Internal Auditors.

Subject: **Departmental Examination for promotion of Graduate Clerk & Graduate MTS to Auditor Grade, Aug. 2018**

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It has been decided 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 of service as on 30th June, 2018 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
20.08.2018 (Monday)	10.00 AM to 01.00 PM	A composite paper of 3 hrs. duration consisting of **Section 'A'** Codes, Manuals and Elementary knowledge of Computers - Objective and Short descriptive type **(Without Books)**	100	150 (The marks of both Sections put together)	**GEN. = 60 SC/ST= 55**
		Section 'B' 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.

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 <u>not</u> be evaluated and such candidate 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 No 16-110/2003-DD.III dated 26.02.2013 details of the physically handicapped category of the 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, Cabinet Secretariat, 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/Schedule Tribe candidates in qualifying examination, which was dispensed in consonance with the DoP&T O.M.No.36012/23/96-Estt(Res) dated 22.7.1997 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 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 SC/ST candidates.**

5. Names of 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. Further, in pursuance of HQrs. Office Circular No.AN/II/2151/PC-1089(N) dated 11.01.2013 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 09.09.2005 may also be invariably obtained from SC/ST candidates and kept on record.

6. The candidature of the applicants whether borne on your effective strength or on proforma strength may please be screened by a Board of Officers comprising one SAO and one IDAS officer. **The eligibility criteria viz. possession of graduation degree should be independently verified with reference to the entries in the Service Books.** The Board proceedings duly approved by the **JCDA/CONTROLLER** incorporating the following Certificate should be forwarded to this Headquarters together with the list of candidates.

" **Certified that the possession of a degree from a recognized University has been verified from the Service Books of the candidates"**

6.1 Names of the intending candidates who fulfill the prescribed criteria and recommended by the Board of Officers may be forwarded in the enclosed proforma as **Annexure-A.**

6.2 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 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.

6.3 The list of candidates may be prepared centre-wise strictly according to the proforma enclosed and dispatched by name to **Shri Mustaq Ahmad, IDAS, Dy.CGDA(SAS), Office of the CGDA, CENTRAD, Brar Square, Delhi Cantt-110010 latest by 15th June 2018.** Principal Controllers/Controllers are requested to forward the names of intending candidates before scheduled date as mentioned above. Before submission of list of candidates from your organization, it may be insured from all sub/subordinate offices working under your organization that no candidates are left for applying their candidature. In this regard, a confirmation/nil report may be taken from all sub/subordinate offices for record at your end. No application will be entertained after scheduled date. A **Nil** reports are also required.
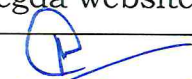
7. The names of the approved candidates will be notified by HQrs. office after receiving of candidature from all CsDA/PCsDA. The candidates may, however, be advised that they may start preparing for the above examination well in advance who wants to apply for admission.

8. Receipt of this communication may be acknowledged.

(Mustaq Ahmad)
Dy.CGDA(SAS)

Copy to:

1.	AN-IV Section(Local)	-	For similar action as stated above
2.	AN-XI Section (Local)	-	For information.
3.	EDP Section (Local)	-	For uploading on the cgda website

(Mustaq Ahmad)
Dy.CGDA(SAS)

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 Appoint-ment	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 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.:

(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.