

OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS
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No. AN/SAS/16100/PT/APRIL/2016/QB/AS

Date: 5th April, 2016

To

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

**Subject: Guidelines for candidates for Preliminary Test, April 2016 for
admission to SAS Part-I Examination.**

The Preliminary Test for admission to SAS Part-I Examination is scheduled to be held on 18.04.2016. The guidelines for conduct of examination and instructions for candidates have been issued to the Conducting Officers. In order to avoid any ambiguity, the guidelines/instructions for the candidates are enclosed herewith for information and strict compliance. All candidates may be informed of these guidelines by their respective Controllers.


(Sangeet)
Dy. CGDA (SAS)

Encl: As above.

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(S. K. Khantwal)
Sr. AO (SAS)

GUIDELINES FOR CANDIDATES FOR PRELIMINARY TEST, APRIL 2016
FOR ADMISSION TO SAS PART-I EXAMINATION

Following guidelines need to be followed by the candidates in respect to the Preliminary Test for SAS Part – I Examination to be held in April 2016:

1. The candidates should use **BLACK BALL POINT PEN ONLY ON THE ANSWER SHEET.**
2. All candidates are required to be present in the Examination Hall half-an-hour before the schedule time of the examination. The Question Booklets and blank Answer Sheets shall be circulated to the candidates 15 minutes before the commencement of the examination. During this period they are required to complete the required information on Question Booklets and Answer Sheets and also to read the INSTRUCTIONS TO THE CANDIDATES printed on the Question Booklets and blank Answer sheets. The candidates will not be allowed to open the Question Booklets by tearing the tag affixed on the middle of the Question Booklet before the start of the examination and also until they are told to do so by the Conducting Officer.
3. Candidates should not leave their seats unless they hand over the Question Booklets and Answer Sheets to the Invigilator/Conducting Officer. They should ensure, before leaving, that these have actually been taken possession by the Conducting officer.
4. Candidates shall not be allowed to have with them books, notes, calculator of any description during the course of the examination.
5. Any candidate who is found indulging in any malpractices such as copying from other candidates Answer Sheets or allowing other candidates to copy from his/her Answer Sheet or being found in possession of any material for reference, may not only be disqualified from that examination but may also be debarred from appearing in future examination. He/she may be, in addition, proceeded against under the CCS (CCA) Rules, 1965 for non-maintenance of absolute integrity.
6. In case of any discrepancy between the Hindi and English version of the Questions, the English version will hold good.
7. **Mobile phones, camera or any other electronic gadgets are not allowed in the examination hall.** Candidates must not carry these items to the examination centre.
8. **Candidates must carry their ID proof to the examination centre** which will be checked by the invigilators/conducting officer before/during the examination.
9. **ANSWER SHEETS:**
 - a. There are 2 Papers – Paper-1 (common to all) and Paper-2 (Part 'A' – common to all and Part 'B' – optional - Army, Air Force, Navy & Factory). OMR Answer Sheets shall be provided to each candidate for Paper-1 and

Paper-2 separately. It is a single sheet paper. In front page of the Answer Sheet, the four digit Answer Sheet No. has been printed on top right hand side followed by INSTRUCTIONS and Part-I. In PART-I, there are boxes meant for Name of the candidate (in block capital letters), Roll No. in five boxes, boxes for Question Booklet No., signature of the candidate and signatures of the Conducting Officer and the Invigilator. The most important part of the Answer sheet is PART-II (opposite/back side of the Answer sheet). It contains Roll No. (5 boxes with 1 to 0 numerical numbers for each box), Booklet No. (5 boxes with 1 to 0 numerical numbers for each box) Category i.e. Gen and SC/ST and choice of Army/Air Force/Navy/Factory have boxes as well as circles. Then the main portion is the ANSWERS Portion. For Paper-1 the candidates have to answer 100 questions and accordingly, there are 100 Serial Numbers with (a) (b) (c) (d) for each Serial No. On the other hand, Paper-2 consists of two parts – Part A – Compulsory i.e. Common to all and Part B – Optional/choice and accordingly serial numbered from 1 to 50 (common) and 51 to 100 in respect of Army, Air Force, Navy and Factory with (a) (b) (c) (d) for each Serial Number. **Each candidate can select only one Section under Part B. If questions of any other section are answered, same will not be evaluated.**

- b. Failure to ensure correct and prominent darkening the circles generally in Roll Numbers, Booklet No., category and choice of Part-II and particularly while answering each question may entail a candidate to forfeit precious marks obtained by him/her and there would not be any scope available for reevaluation of answer sheets in Preliminary Test. No requests whatsoever shall be entertained since Answer Sheets are evaluated through Optical Mark Reading (OMR) process after due scanning.
- c. Candidates should fill up the **boxes** relating to Name, Roll Number correctly and put their signature on the signature box in Part-I of Answer Sheet and then turn over to next page i.e. PART-II of the Answer sheet. There is no darkening of circles in Part-I.
- d. All the instructions printed on the answer sheet must be followed strictly while **darkening the circles** in respect of Roll Number, Booklet Number, Category, Choice in Part-II in addition to fill up the boxes.
- e. The circle denoting the correct Answer should carefully be darkened by the candidates. All questions to be answered for Paper-1 and Paper-2 Part-A (compulsory portion) and question from any one of the sections Army, Air Force, Navy and Factory from choice portion as allowed by CGDA in Part-B. **Use Black ball point pen only for darkening the circles prominently while answering each questions.**
- f. **The relevant circle once darkened cannot be erased.**
- g. Circles against Roll Number, Booklet Number, Category, Choice of Part-II should be carefully and correctly filled up and should not be kept blank.

Any incorrect darkening of circles in Part-II shall be detrimental / fatal to the candidate as computer will read only the darkened circles.

- h. While answering Paper-2, care should be taken by the candidates to ensure that in addition to attempting the Compulsory Portion (Part-A), they should attempt any one Part in the optional/choice portion (Part-B) of Paper-2 i.e. Army, Air Force, Navy and Factory. The candidates are required to quote their Roll Numbers as well as Booklet Number in the boxes in addition to darken the circles. This information is common to both Paper-1 and 2. For Paper-2, a separate box for indicating one option/choice from Army, Air Force, Navy and Factory has been prescribed. In addition to indicating the category and choice/option in the prescribed boxes, the candidates are also required to darken the circles therein.
- i. Use of correction fluid/ correction tape is strictly prohibited in OMR Sheet.
- j. No separate sheets for rough work would be issued to the candidates.

10. **QUESTION BOOKLETS:**

- a. The Question Booklets when delivered to the candidates are sealed of the Booklets. It has 5 digit Booklet No. on the top right hand corner of the Booklet. In addition there are boxes meant for Roll No. (Five digit – five boxes), Answer Sheet No.(four digit – four boxes), name of the candidate and boxes for signature of the candidate, Invigilator and Conducting Officer. Rough work if any, may be done on the Rough work portion of backside of front page and opposite side of the last page of the Question Booklets.
- b. Candidates should fill up the boxes meant for Roll Number, Answer Sheet Number correctly before putting their signatures on the boxes provided for.
- c. Candidates are to carefully read the instructions contained on the back cover of the Question Booklet.
- d. Answer Sheet No. should be correctly noted on the boxes meant for.
- e. The seal put by way of a tag must be opened only when asked to do so by the Conducting Officer.
- f. In Paper-2, the candidates are to tick (✓) the particular one Section in Part B i.e. Section II – Army, Section III – Air Force, Section IV-Navy and Section V – Factory on the Front Page of the Question Booklet marked as TEST BOOKLET.
- g. **Question Booklets cannot be exchanged by the candidates during the examination.**
- h. Candidates must hand over the question booklets to the invigilators at the end of the examination.
