



कार्यालय रक्षा लेखा नियंत्रक, रिज मार्ग, जबलपुर-482001
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Most Important Circular

No. AN/II/1192/MTS to Clk/Vol-II

Dated: 20/09/2021

To,

The Officer-in-Charge
All Sub Offices
All Sections of Main Office

Sub:- Holding Examination for Promotion of Educationally Qualified MTS to the Grade of Clerk .

Ref:- This office most important circular of even No. dated 14/07/2021 and HQrs office most important circular No. AN/SAS/16502/MTS-CLK/2021/PROG dated 16/09/2021.

It has been decided by the Competent Authority to reschedule the examination for promotion of educationally qualified MTS to the grade of Clerk as under:-

Date	Time	Details of Test	Max. Marks	Total aggregate marks to be obtained by candidates for being declared as pass	
				GEN	SC/ST
16/12/2021 (Thursday)	10:00 AM to 12:00 Noon	General English/ Samanya Hindi i. Letter writing/ Essay = 50 Marks ii. Dictation = 30 Marks iii. Grammar* = 20 Marks	100	40	35

Note:-

* The grammar portion will contain:

- Corrections to simple sentences;
- Filling up the blanks with meaningful words e.g. prepositions, conjunctions, etc
- antonyms/synonyms.

** Passing the typing test is compulsory. Names of the qualified individuals in written test will be forwarded by the CDA Jabalpur to Regional Centers of Staff Selection Commission for passing typing test in accordance with the HQrs office Circular No. AN/Extt.Others/11159/JCM/2020 dated 23/10/2020. Further, the certificate in typewriting issued under the Hindi Teaching Scheme will be treated as equivalent to the certificate issued by the SSC. As per Recruitment Rule for the post of Clerk-cum-Typist, 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).

2. The eligibility criteria for appearing in the examination are as under:-

- Group- "C" staff holding the grade pay of Rs 1800/- (pay Matrix-1) and who possess 12th class pass or equivalent qualification and have rendered 03 years regular service in the grade as on 01/12/2021.
- The maximum age limit is 45 years (50 years of age for the SC/ST).

3. The name of intending candidates who have now become eligible due to rescheduling of the examination may be forwarded in the Proforma duly recommended by the Officer-in-Charge latest by 27 Sep 2021.
4. All other entries remain unchanged.

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Sr. Accounts Officer (AN)

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The Officer-in-Charge
OA Cell (Local)

For uploading on CDA, Jabalpur website.

Sr. Accounts Officer (AN)