



कार्यालय रक्षा लेखा नियंत्रक, रिज मार्ग, जबलपुर-482001
Office of The Controller of Defence Accounts,
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Most Important Circular

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

Dated: 14/07/2021

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 .

It has been decided to conduct the examination for promotion of educationally qualified MTS to the grade of Clerk as per schedule given below:-

Date	Time	Details of Test	Max. Marks	Total aggregate marks to be obtained by candidates for being declared as pass	
				GEN	SC/ST
16/11/2021 (Tuesday)	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).

- 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 01/11/2021.
 - The maximum age limit is 45 years (50 years of age for the SC/ST).
- 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.

4. 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)
5. 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 12 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**.
6. In pursuance of guidelines notified vide Ministry of Social Justice and Empowerment, Deptt. of Disability Affairs, New Delhi OM No. 34-02/2015 Dtd. 29/08/2018, 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 Officer-in-Charge along with requisite medical certificate may be forwarded for consideration of request by the Competent Authority.
7. As per instructions contained in Government of India, Cabinet Secretariat, Department of Personnel and Administrative Reforms OM No. F.36021/10/76-Estt(SCT) Dtd. 21/01/1977 which was dispensed with in consonance with the DOP&T OM No. 36012/23/96-Estt(Res.) Dtd. 22/07/1997 and subsequently re-introduced vide DOP&T OM No. 36012/23/96-Estt(Res.) Vol-II Dtd. 03/10/2000 regarding relaxation of standards in the case of Schedule Caste/ Schedule Tribe candidates in qualifying examination, it has been decided by 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, 2021 upto maximum of 05 marks in aggregate i.e. the qualifying marks of SC/ST candidates should be 35 marks as against 40 Marks for General Category candidates. This may be brought to the notice of all SC/ST candidates. Candidates may also be asked to declare whether they belong to the reserved or the unreserved community. A specimen of the declaration required to be furnished is enclosed.
8. Names of the intending candidates who fulfill the prescribed criteria and recommended by the Officer-in-Charge may be forwarded in the Proforma enclosed.
9. The examination will be held only in the Main Office of the CsDA concerned. In respect of outstation candidates, the Main office of the PCsDA/CsDA situated nearest to their duty station will be the centre of 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.

10. The list of candidates in prescribed Proforma and dispatched by name of Shri R. K. Sharma, Sr. Accounts Officer, Controller of Defence Accounts, Ridge Road, Jabalpur-482001 latest by 26th July, 2021. If there are no candidates in any Sub Office/ Section for this examination, "NIL" report is also required. All out station Sub Office are requested to send "NIL" report by FAX or E-mail. It has been observed that some of the Sub offices are not adhering to the date fixed for submission of list of candidates. All efforts should, therefore be made to adhere to this date.
11. The names of the approved candidates will be notified as early as possible. The candidates may, however, be advised that they may commence preparing for the examination in right earnest from the time they apply for admission.
12. Receipt of this communication may be acknowledged.

Copy to:

The Officer-in-Charge
OA Cell (Local)

For uploading on CDA, Jabalpur website.

- Sd -
Sr. Accounts Officer (AN)

Handwritten signature
Sr. Accounts Officer (AN)

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
Name
Designation
Account No.

* Strike out which is not applicable.

(To be used by the Main Office of 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 (AN)
Office of the CDA, Jabalpur

Dated.....

Proforma

Promotion for Educationally Qualified MTS to the Grade of Clerk

Sl. No.	Name, Grade & A/c No.	Sex	Date of Birth	Date of Appointment	Educational Qualification	Whether SC/ST/Gen	Date of Confirmation	Whether Physically Handicapped Viz. OH, VH or Hearing Impairment	Office where serving	Centre for examination	Language option English/Hindi	Remarks, if any
01	02	03	04	05	06	07	08	09	10	11	12	13

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.

Signature & Name
Officer-in-Charge