MOST IMPORTANT CIRCULAR

To

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

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

Reference:- HQrs office circular No.AN/SAS/16502/MTS-CLK/NOV/2021/PROG dated 12-07-21
(available on CGDA website)

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>
<thead>
<tr>
<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>
</tr>
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<tbody>
<tr>
<td>16.11.2021</td>
<td>10.00 to 12.00 Hrs.</td>
<td>General English/Samanya Hindi</td>
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(i) Letter writing/Essay = 50 Marks
(ii) Dictation = 30 Marks
(iii) Grammar = 20 Marks

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<tr>
<th>GEN</th>
<th>SC/ST</th>
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<tbody>
<tr>
<td>100</td>
<td>40</td>
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<td>35</td>
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Note:
(i) 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/synonyms.

(ii) Passing in the typing test is compulsory. Names of the qualified individuals in written test will be forwarded by the respective PCsda/CsDA to Regional Centres of Staff Selection Commission for passing typing test in accordance with the HQrs Office Circular No.AN/Estt-Others/11519/ICM/2020 dated 23.10.2020. Further, the certificate in typewriting issued under 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 of typing test is 35 w.p.m. in English or 30 w.p.m. in Hindi on computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).

Contd on....2....
The eligibility criteria for appearing in the examination is as under:

(i) 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 3 years regular service in the grade as on 01.11.2021.

(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 examination after joining the service, it must be ensured by the individual that entry to the effect has been made in the service records/services-book.

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.

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)

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.

In case a Physically Handicapped candidate is desirous of facility of scribe/ compensation time etc., the same may also please be intimated so that application of such individuals 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 guidelines notified vide Ministry of Social Justice and Empowerment, Deptt. Of Disability Affairs, New Delhi OM F.No.34-02/2015-DD.III dated 29.08.2018, circulated vide HQrs office Circular No. AN/VIII/8200/2/PH/Yearly dated 19-03-2019.

In pursuance of the instructions/guidelines contained in Govt. of India, Department of Personnel and Administrative Reforms O.M.No.F. 36021/10/76-Estt(SCT) dated 21.01.1977 which was reintroduced vide DOPT OM No. 36012/23/96-Estt.(Res) Vol. II dated 03.10.2000 regarding relaxation of standards in the case of Schedule Caste/Schedule Tribe candidates in qualifying examination, 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 2021 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. Candidates are also advised to declare whether they belong to the reserved or the unreserved community to keep such declaration on record. A specimen of such declaration required to be furnished is also enclosed herewith.
(5.1) Further, in terms of HQrs Office Circular No. AN/II/2151/PC-1089(N) dated 11.01.2012 regarding verification of case 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 invariably be obtained from SC/ST candidates besides aforesaid declaration and the same may please be forwarded along with the attested copy of caste certificate as per prescribed proforma (copy enclosed) to keep on record.

(5.2) Names of the intending candidates who fulfill the prescribed criteria may please be forwarded in the proforma enclosed duly completed in all respect containing all the requisite certificates/documents, for recommendation of Board of Officers and for onward transmission to HQrs office.

(5.3) 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 of will be the centre 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.

(5.4) The list of eligible candidates (who fulfill all 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 26.07.2021 by name to Shri N.C. Dogra, SAO(AN) positively through Fax (0172 2742552) / e-mail(pcdawcan2.dad@hub.nic.in) / in original, for onward transmission to HQrs office latest by 4th August 2021.

(5.5) The contents of this circular may be got noted from all concerned individuals and kept on your record. HQrs office Circular dated 12.07.2021 cited under reference containing complete instruction & guidelines uploaded in HQrs website may also be read carefully to avoid any discrepancy at the later stage. Nil report is also required.

(6) No hard copy will be forwarded separately.

Encls: As above (Two)

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

Copy to:
(1) PA to PCDA/GO(AN)
(2) IDAS officers in M.O.
(3) 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 AIC No.</th>
<th>Sex</th>
<th>Date of Birth</th>
<th>Date of Appointment</th>
<th>Date of Confirmation</th>
<th>Educational Qualification</th>
<th>Whether SC/ST/ Gen.</th>
<th>Whether Physically Handicapped Viz. OH, VH or Hearing Impairment</th>
<th>Office where serving</th>
<th>Centre for examination</th>
<th>Language option English/ Hindi</th>
<th>Remark 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 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

Dated:....................2021.