



कार्यालय रक्षा लेखा नियंत्रक (सेना),
OFFICE OF THE C.D.A. (ARMY),
बेलवेडियर परिसर, आयुध पथ,
BELVEDERE COMPLEX, AYUDH PATH,
मेरठ छावनी/MEERUT CANTT-250001



NO.AN/VI/3206/MTS to CLKs/JAN/2016

Date: 10/11/2015

To,

The O I/c
All Sections M.O.
OA Cell for uploading on web site
All sub offices

Sub: Examination for promotion of educationally qualified MTS to the grade of Clerk scheduled to be held in JAN-2016

Ref: HQR's Office Most Important Circular No.AN/SAS/16502/MTS-CLK/2016/PROG dt. 14.10.2015

It has been decided by the HQR's Office vide their letter cited under reference to hold SAS Part-II Examination as per following programme:-

DAY/DATE	TIME	SUBJECT	Max. Marks	Total aggregate marks to be obtained by candidates for being declared as pass	
				GEN	SC/ST
TUESDAY 19.01.2016	10.00 To 12.00 Hrs	General English/Samanya Hindi (i) Letter writing/Essay = 50 Marks (ii) Dictation = 30 Marks (iii) Grammar* = 20 Marks Typewriting Test } ** (English/Hindi) } 50 Marks	100 Marks	40	35

Note:

* 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.

** Passing the typing test is compulsory. The 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/9000KDPH on an average of 5 key depressions for each word)

Typing Test will be conducted internally up to 29th January 2016 by the main office for candidates under their jurisdiction which is an essential qualification for appointment as Clerk/Typist.

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

(i) Group- "C" staff holding the grade pay of Rs. 1800/- and who possess 12th class pass or equivalent qualification and have rendered 3 years regular service in the grade as on 01.01.2016.

(ii) The Maximum age limit is 45 years (50 years of age for the SC/ST)

2.1 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.

3. Syllabus for the examination are as under:-

(i) Hindi/English composition (10+2 standard)

(ii) Letter writing (Hindi/English) (10+2 standard)

(iv) Dictation (Hindi/English) (10+2 Standard)

(v) Grammar- (10+2 Standard)

(vi) Typing Test- The 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)

3.1 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 11 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.

3.2 Typing Test will be conducted internally by the CsDA (Main office). The time allowed for typing test should be 10 minutes.

4. 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 26.03.2003, 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. In this regard reference is also invited to the Hqrs. Office circular No. AN/DSD/16100/PH/Guidelines dated 12.08.2013.

5. As per instruction contained in Govt of India, Cabinet Secretariat Deptt of Personnel and Administrative Reforms OM No. F. 36021/10/76-Estt(SCT) dt. 21.01.1997 which was dispensed with in consonance with the DOPT OM NO. 36012/23/96- Estt(Res.) dt. 22.07.1997 and subsequently re- introduced vide DOPT OM No. 36012/23/96-Estt(Res) Vol.II dt. 03.10.2000 regarding relaxation of standards in the case of SC/ST candidates in qualifying examination, it has been decided 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 January 2016 up to maximum of 05 Marks in aggregate i.e. the qualifying marks of

