



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/3205/MTS to CLK/Oct/2016

Date: 07/06/2016

सेवा में ,

मुख्य कार्यालय के सभी अनुभाग

सभी उप-कार्यालय

OA Cell (वैबसाइट पर अपलोड करने हेतु)

विषय : अक्टूबर 2016 में सम्पन्न होने वाली शैक्षिक योग्यता के आधार पर पदोन्नति हेतु **MTS to CLK** ग्रेड की परीक्षा ।

Sub: Holding Examination for promotion of educationally qualified MTS to the grade of Clerk scheduled to be held in October, 2016.

सन्दर्भ : मुख्यालय कार्यालय का मुख्य परिपत्र संख्या प्रशा०/SAS/16502/ MTS-CLK/Oct/2016/PROG दिनांक 31th मई, 2016

Ref: HQR's Office Most Important Circular No.AN/SAS/16502/ MTS-CLK/Oct/2016/PROG, dated 31th May, 2016

मुख्यालय कार्यालय के उपरोक्त संदर्भित परिपत्र के माध्यम से MTS से CLERK की पदोन्नति के लिए आयोजित परीक्षा का कार्यक्रम नीचे दी गयी सारिणी के अनुसार निर्धारित किया है तथा परीक्षा से संबन्धित सभी दिशा निर्देश /अनुदेश सूचनार्थ अनुलग्नक 'A' में संकलित किए जा रहे हैं।

It has been decided by the HQR's Office vide their letter cited under reference to Examination for promotion of educationally qualified MTS to the Grade of Clerk as per following programme and all related instructions regarding MTS to the grade of Clerk Examination are enclosed for information in **Annexure 'A'**.

DAY/DATE	TIME	SUBJECT	Max. Marks	Total aggregate marks to be obtained by candidates for being declared as pass	
				GEN	SC/ST
MONDAY 17.10.2016	10.00 To 12.00 Hrs	General English/Samanya Hindi	100 Marks	40	35
		(i) Letter writing/Essay = 50 Marks (ii) Dictation = 30 Marks (iii) Grammar* = 20 Marks			
		Typewriting Test ** (English/Hindi)	50 Marks		

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 31st October 2016 by the main office for candidates under its jurisdiction which is an essential qualification for appointment as Clerk/Typist.

संलग्नक- उपरोक्त



(प्रवीण रंजन)

उपनियंत्रक (प्रशा०)

