



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उद्यान बिहार, नारंगी, गुवाहाटी- 781171
 OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS,
 UDYAN VIHAR, NARANGI, GUWAHATI-781171
 फ़ैक्स /Fax: 0361-2640204 फोन/Ph:0361-2640394,2641142



महत्वपूर्ण परिपत्र / IMPORTANT CIRCULAR No. -22

सं./ No. AN/1 C/727/DE/Prom/Vol-VIII

दिनांक /Dated:09/05/2018

सेवा में / To

- 1) All Sections of MO CDA Guwahati
- 2) All Sub-Offices (Through WEBSITE)

विषय/ Sub: Departmental Examination for promotion of graduate Clerk and graduate MTS to Auditor Grade, Aug., 2018.

संदर्भ/ Ref.: HQrs Office Most Urgent Circular No. AN/SAS/16501/CG&MTS-AUD/2018/PROG dt. 07/05/2018.

It has been decided by the CGDA, New Delhi to conduct examination for promotion of Graduate Clerks and graduate MTS to Auditor grade amongst graduate clerks-cum-typists and graduate MTS having a minimum of 3 years of service as on 30th June, 2018 in the grade for consideration of promotion to the grade of Auditors against 10% quota prescribed in the Recruitment Rule as per schedule shown below:

DATE / DAY	TIME	PAPER	Section wise break up of marks	Max. Marks	Qualifying marks
20.08.2018 (Monday)	10.00 AM to 01.00 PM	A composite paper of 3 hrs duration consisting of <u>Section-'A'</u> Codes, Manuals and Elementary knowledge of Computers- objective and short descriptive type (Without Books)	100	150 (The marks of both sections put together)	GEN. = 60 SC/ST=55
		<u>Section 'B'</u> Comprehension and writing ability in English	50		

Note: The promotion shall be effected subject to availability of vacancies as per Recruitment Rule and fulfillment of other laid down conditions as per extant orders.

2. It is requested to forward names of intending candidates who fulfill the prescribed criteria in enclosed proforma duly completed in all respects and countersigned by the officer in charge of sections in Main Office and Head of Sub-Offices in confidential cover addressed to Shri S.C. Adhikari, Sr. Accounts Officer (AN) of this office so as to reach this office latest by 04th June 2018, repeat, by **04th June 2018**. Applications received after the above mentioned date will under no circumstances be entertained. Information sent through e-mail/ FAX will not be considered till the receipt of post copy along with prescribed proforma by due Date. Detailed information about guidelines, syllabus/ Module and application proforma may please be downloaded from the CDA Guwahati website without waiting for post copy of original letter/ circular from this office.

3. 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 26/02/2013 details of 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 the CDA along with requisite medical certificate may be forwarded for consideration of request by the Competent Authority.

4. Further, in pursuance of the instructions contained in Govt. of India, Cabinet Secretariat, Department of personnel and administrative reforms OM No. F 36021/10/76-Estt(SCT) dated 21/01/1977 regarding relaxation of standards in the case of Schedule Caste/ Schedule Tribe candidates in qualifying examination, which was dispensed in consonance with the DoP&T OM No. 36012/23/96-Estt(Res) dated 22/07/1997 and subsequently reintroduced vide DoP&T No.36012/23/96-Estt (Res) Vol-II dated 03/10/2000, it has been decided by the CGDA to lower/ relax the qualifying standards for SC/ST candidates appearing in the examination upto a maximum of 5 marks in aggregate, i.e., the qualifying marks for SC/ST candidates would be 55 marks as against 60 marks for general category candidates. This may be brought to the notice of all SC/ST candidates.

5. Intending candidates may be asked to declare whether he/ she belongs to the reserved community and such declaration, duly countersigned by Officer-in-charge of the section in Main Office/ Heads of Sub-Offices, may please be forwarded to this office along with the application for updating the records. Further, in pursuance of this office letter Nos. AN/1 C/727/Prom/Vol-XLIII dated 21/01/2013 & AN/1 C/SAS-I/NS/APRIL/2013 dated 31/01/2013 and AN/1 C/727/Prom/Vol-XLIII dated 26/04/2013 regarding verification of caste 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 ST/SC candidates besides aforesaid declaration and forwarded to this office for record as advised by HQrs Office (Copy of undertaking proforma enclosed).

It is impressed upon all the concerned that for adherence to the time frame of examination, necessary action may be taken immediately based on uploading of circular on website without waiting for copy by FAX/ speed post.

The HQrs Office circular, undertaking, application proforma, syllabus / Module and list of books may be downloaded by the candidate from CDA Guwahati website www.cdaguwahati.gov.in without waiting for copy by post.

Receipt of the communication may please be acknowledged.

संलग्नक/Encl.: यथोपरि /As stated above.

— J. xx /sd —

(के. ललब्याकछुंगा /K. Lalbiakchhunga)

सहा. नियंत्रक (प्रशा.) / Asstt. Controller (AN)

प्रतिलिपि प्रेषित / Copy to:-

1. The CGDA, Ulan Batar Road, Palam - Delhi Cantt. - 110010
2. The Officer-in-charge EDP Sec (Local)

For information w.r.t. above please.

It is requested to upload the same in the official website of CDA Guwahati.

एस. दे. सरकार

(एस. दे. सरकार / S. Dey Sarkar)

व. लेखा अधि (प्रशा.) /Sr. A O (AN)

SYLLABUS/MODULE

The pattern of questions of the **Section - 'A'** - (Codes and Manuals including elementary knowledge of computers) would be on the multiple choice pattern for 70 marks as well as short descriptive type answers carrying 30 marks e.g. LPC, Pt. I O. O, Pt.II O.O, MACP etc. The questions will be printed bilingually i.e. in Hindi and in English. The prescribed books/syllabus for **Section - 'A'** (Codes, Manuals and Elementary knowledge of computers) are as under: -

1. Defence Accounts Code
2. Defence Audit Code
3. OM Part-I
4. OM Part-II
5. Appendix 'A' to DSE
6. Elementary knowledge of computers (Syllabus enclosed as **Annexure- 'C'**)

2.1. As regard **Section - 'B'** - (Comprehension & Writing ability of English), the paper will contain one question for essay writing on selected topics & one question for letter drafting on prescribed topics. In addition, two questions to test the candidate's understanding and knowledge of English language, its vocabulary, simple grammar, synonyms etc. will also be set.

2.2. Candidates have option to answer the question paper of **Section 'A'** either in English or in Hindi (in Devanagari Script). However, the question paper will be bilingual.

Note:

- (i) Option to answer the paper either in English or in Hindi (in Devanagari Script) must be indicated in **Column-14** of the enclosed proforma otherwise, it would be presumed that the candidates 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.

Continue...

PROFORMADEPARTMENTAL EXAMINATION FOR PROMOTION OF GRADUATE CLERK AND MTS TO AUDITOR GRADE 2018

RECOMMENDATION OF PCsDA/CsDA WITH FULL SERVICE PARTICULARS OF INTENDING CANDIDATES														
Sl. No.	Name of the candidates	Account No.	Grade	Sex	Date of Birth	Date of Appointment	Date of Promotion, if any	Service in the Grade as on 30.06.2018 (in years)	Whether SC/ ST/ GEN.	Whether Physically Handicapped	Station and Office where candidate serving duty point	Language option Hindi /English	Remarks	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Certified that:

1. Service Particulars have been verified from the Service Books and found correct.
2. No disciplinary/vigilance case is pending or being contemplated against the individual.

Name and Signature of the Board Member (1)

Name and Signature of the Board Member (2)

**Recommendations and Acceptance of JCDA/CDA
Name and Signature**

CERTIFICATE FOR SC/ST

I.....hereby declare that I belong tocommunity which has been included in the list of Scheduled Caste/Scheduled Tribe (as the case may be) of Central Government.

Signature :

Name :

Designation:

Account No.:

(To be filled by the Main Office of PCDA/CDA concerned)

The above declaration of candidate has been verified as per the information recorded in the Service Book of the individual and found correct.

Dated: . . .2018

Signature and Name

**Sr. Accounts Officer/Accounts Officer(AN)
Office of the PCDA/CDA**

**SYLLABUS ON ELEMENTARY KNOWLEDGE OF COMPUTERS FOR
GRADUATE CLERK AND GRADUATE MTS TO AUDITOR GRADE EXAMINATION**

WINDOWS

- An Overview of Different Versions of Windows
- Starting Computer
- Anatomy of a Window
- The WINDOWS Environment
- Manipulating Windows in Windows
- Closing Window with the Control Menu
- Moving a Window
- Sizing a Window
- Determining the Active Window
- Selecting the Active Window
- My Computer: Orientation
- Opening and Cycling Between Programs
- Documents on your Desktop
- Window Accessories
- Calculator
- Using Kodak Imaging
- Using Notepad
- Using Paint
- Playing Games
- Using Sound Recorder
- Using Media Player
- Painting Pictures with Paint

MSWORD

- Introduction to Word Processing
- Starting MS WORD and Creating Documents
- What's on the Word Screen?
- Document
- Closing the Document
- Quitting Word
- Printing Documents
- Entering text
- Selecting Text
- Correcting Text
- Saving a Document
- Character Formatting
- Paragraph Formatting
- Finding and Replacing
- Spell Check
- Overview of Tables

SPREAD SHEET PACKAGE

- Spreadsheet Concepts
- Starting Microsoft Excel
- Exploring the Excel Window
- Creating a Worksheet
- Saving your work
- Editing Cell contents
- Copying Formulas
- Using copy & Paste
- Moving around in the Excel Workbook
- To adjust Column Widths
- Starting New Workbooks
- Formatting Fonts
- Formatting Numbers in CELLS
- Formatting Text
- Changing Alignment: Formatting Rows and Columns
- Enhancing Your Spreadsheets
- Adjusting Row Height
- Adjusting Column Widths & Row Heights: Auto fit
- Editing a Cell
- Printing Worksheets
- Introduction to Formulas
- Parts of a Function
- Entering Dates
- Working with Graphs and Charts
- Graphics
- Integrating Word processor and spreadsheets

SUGGESTED BOOK

1. Information Technology & Applications by V.K. Jain
(Third Revised Syllabus, BRB Publications)
2. Any Books on Computer relevant to the syllabus prescribed as
the candidates prefer.