

To

All the Sections in Main Office
All the Sub-Offices under PCDA Bangalore

Sub: Departmental Examination for promotion of educationally qualified
MTS to Clerk Grade.

HQrs Office vide their circular No. AN/SAS/16502/MTS-CLK/2021/PROG dated 12-07-2021 has intimated that examination for promotion of Educationally qualified MTS to Clerk grade having a minimum of 3 years of service as on 01-11-2021 will be held as per the details shown below:

DATE	TIME	Details of Test	MAX Marks	Total aggregate marks to be obtained by candidates for being declared as pass	
				GENO	SC/ST
16-11-2021 (Monday)	10.00 to 12.00 Hrs.	General English/Samanya Hindi (i) Letter writing/Essay= 50 Marks (ii) Dictation = 30 Marks (iii) Grammar = 20 Marks	100	GENO	SC/ST
				40	35

Note: The promotion shall be effected subject to availability of vacancies as per Recruitment Rules and fulfilment of other laid down conditions as per extant orders. Further, no representation from the individuals regarding relaxation in educational qualification/age for eligibility to appear will be entertained.

2. SYLLABUS for the examination are as under:-

1. Hindi/English Composition (10 + 2 Standard)
2. Letter writing (Hindi/English) (10 + 2 Standard)
3. Dictation (Hindi/English) (10 + 2 Standard)
4. Grammar - (10 + 2 Standard)

3. Candidates have option to answer the question paper either in English or in Hindi (in Devanagiri Script). However, the question paper will be bilingual. The option once exercised will be final and no request for change of option will ordinarily be entertained.

4. Names of willing and intending eligible candidates (including those who are on leave) in the prescribed proforma along with the under taking enclosed and with enclosures, certificates etc. as mentioned in the above quoted HQrs circular available in CGDA website may be downloaded and dispatched sufficiently early so as to reach this office positively by **26-07-2021**. The date may be strictly adhered to. Local offices are requested to send their reports by hand to AN – III Section within the due date and outstation offices are requested to make use of the fastest mode of communication to render the report.

3. NIL reports are also required.

Please acknowledge receipt.

V. S. Mayur

SR. ACCOUNTS OFFICER [ADMIN]

Copy to :

O A Cell - with a request to upload the circular in PCDA B'lore Website.
LOCAL

sd/-

SR. ACCOUNTS OFFICER [ADMIN]

PROFORMA

Promotion for Educationally Qualified MTS to the Grade of Clerk.

Sl. No.	Name, Grade and A/c No.	Sex	Date of Birth	Date of Appointment	Date of Confirmation	Educational Qualification	Whether SC/ST/Gen.	Whether Physically Handicapped Viz. OH, VH or Hearing impairment	Office where serving	Centre for examination	Language option English/Hindi	Remarks if any
1	2	3	4	5	6	7	8	9	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.
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

Ido 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:

Designation:

Account No.:

Roll 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.