

IMP. CIRCULAR

AN/III/2114/WA-CLK-2016

O/o The PCDA

107, Lower Agram Road

Bangalore - 560 007

Dated: 03-06-2016

To

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

Sub: Holding Examination for promotions of Educationally Qualified MTS to the grade of Clerk.

It has been intimated by the CGDA, New Delhi, that examination for promoting educationally qualified MTS to the grade of **CLERK** will be held on 17th October 2016 as per the schedule given below:

Date	Time	Details of Test	Max. Marks	Total aggregate marks to be obtained by candidates for being declared as pass	
				GEN	SC/ST
17-10-2016 (MONDAY)	10.00 Hrs To 12.00 Hrs	General English/Samanya Hindi (i) Letter writing /Essay = 50 Marks (ii) Dictation = 30 Marks (iii) Grammar* = 20 Marks	100	40	35
		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 for 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). The typing test will be conducted internally upto 31st October 2016 by the PcsDA/CsDA for candidates under their jurisdiction which is an essential qualification for appointments as Clerk/Typist. The time allowed for typing test should be 10 minutes.

2. The eligibility criteria for appearing in the above 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 (Three) years regular service in the grade as on 01st OCT, 2016.

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

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 and such representations will not be forwarded to HQrs. office.

3. 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)
- (v) Type Writing 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 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 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 under the PCsDA/CsDA for candidates under their jurisdiction. The time allowed for typing test should be 10 minutes.**

4. In pursuance of the 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 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 is to be forwarded for consideration of request by the Competent Authority. In this regard reference is also invited to the HQrs office Circular No. AN/SAS/16100/PH/Guidelines dated 12.08.2013.

5. As per instructions contained in GOI, Cabinet Secretariat, Deptt. of Personnel and Administrative Reforms O.M. No. F. 36021/10/76-Estt (SCT) dated 21-01-1977 which was dispensed with in consonance with the DOP & T OM NO. 36012/23/96-Estt.(Res) dated 22-07-1997 and subsequently re-introduced 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 to the Clerk grade to be held in October 2016 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.

4.1. While sponsoring the names, candidates are required to declare whether they belong to the reserved or the unreserved community. A specimen of the declaration required to be furnished is enclosed.

4.2. Further in terms of HQrs office Circular No. AN/II/2151/PC-1089 (N) dated 11.01.2013 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 be invariably obtained from SC/ST candidates besides aforesaid declaration.

5. The examination will be held only in the Main Office of the PCsDA/CsDA concerned. In respect of outstation candidates, the Main Office of the Principal Controllers/Controllers situated nearest to their duty station will be the centre of 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 center of the examination against each candidate will be intimated to all concerned at the time of allotment of Roll Numbers by HQrs.

6. Names of willing and intending candidates in the prescribed proforma along with the enclosures, certificates, etc., may be forwarded to this office positively by **20-06-2016**. The date may be strictly adhered to. Local offices are requested to send their reports by hand to **AN - III Sn** within due date and outstation offices are requested to make use of the fastest mode of communication to render the reports.


7. **NIL** Reports are also required.
Please acknowledge receipt.

Sd/-
[MS SARAVANAN]
Jt. Controller

Encl: As stated above.

Copy to :

The Officer - in - Charge: for uploading the circular on Website.
OA Cell
LOCAL


[GEETHA VARADARAJAN]
Sr. ACCOUNTS OFFICER (AN)

PROFORMA

Promotion of Educationally Qualified MTS to the Grade of Clerk

Sl.No.	Name,/grade & A/c No.	DOB	DOA	Edn Qualification	Whether SC/ST/Gen	Date of Confirmation	Whether Physically Handicapped	Officer where serving	Centre of Examn	Language option English/Hindi	Remarks if any
1	2	3	4	5	6	7	8	9	10	11	12

UNDERTAKING

I..... do hereby declare that, I still belongs to theCaste/Tribes which is recognized as a Scheduled Castes/Tribes under the Constitution and if the verification reveals that my claim for to belong to Scheduled Castes/Tribe, as the case may be, is false or the Caste/Community to which he/she belongs is de-scheduled subsequently, my promotion will be cancelled and I will be reverted to the post from which I was promoted without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the law for giving false statement/certificate'.

Name.....

Desig.

A/c. No.....

CERTIFICATE

I..... do 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 SC/ST community.

Signature:

Desig:

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
Office the PCDA/CDA

Dated the 2016