

IMP. CIRCULAR

AN/III/2114/WA-CLK-2010
OFFICE OF THE PCDA
107, Lower Agram Road
Bangalore - 560 007
Dated: 27-10-2015

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 19th January 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
19-01-2016 (TUESDAY)	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.

** 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 29th January 2016 by the PcsDA/CsDA for candidates under their jurisdiction which is an essential qualification for appointments as Clerk/Typist.

The eligibility criteria, proforma and certificate to be submitted by willing and intending candidates for appearing in the above examination are available in the PCDA website.

Names of willing and intending candidates in the prescribed proforma along with the enclosures, certificates, etc., may be forwarded to this office positively by **02-11-2015**. 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 report.

NIL Reports are also required.

Please acknowledge receipt.

Sd/xxxx
[V KAVITHA]
Sr. Accounts Officer (AN)

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The Officer – in – Charge: for uploading the circular on Website.
OA Cell (LOCAL).


[V KAVITHA]
Sr. Accounts Officer (AN)