

**IMP. CIRCULAR**

AN/III/2114/WA-CLK-2019  
O/o The PCDA  
107, Lower Agram Road  
Agram Post  
**Bangalore - 560 007**

Dated: 15-07-2019

To

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

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

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It has been intimated by the CGDA, New Delhi, that examination for promoting educationally qualified MTS to the grade of **CLERK** will be held in **11<sup>th</sup> November 2019** as per the programme 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
<b>11-11-19 (MONDAY)</b>	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
	14.30 Hrs To 14.40 Hrs	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/9000KDPH on an average of 5 key depressions for each word). The typing test will be conducted internally under the PcsDA/CsDA for candidates under their jurisdiction which is an essential qualification for appointments as Clerk/Typist.

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 12<sup>th</sup> class pass or equivalent qualification and have rendered 3 (Three) years regular service in the grade as on **01<sup>st</sup> November, 2019**. Further, no representation from the individual(s) regarding relaxation in educational qualification/age for eligibility to appear will be entertained.

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

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)

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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.

4. In pursuance of the 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 November 2019 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 name of the reserved community candidates a certificate as per prescribed proforma (as enclosed) is required to be furnished.

5. **The examination will be held only in the Main Office of the PCDA.** 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 **24-07-2019**. 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.

7. **NIL** Reports are also required.

Please acknowledge receipt.

Encl: As stated above


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