

To

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

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

HQs Office vide their most urgent circular No. AN/SAS/16501/GC-&MTS-
AUD/2018/PROG dated 07-05-2018/PROG has intimated that
 examination for promotion of Graduate Clerks and Graduate MTS to Auditor grade amongst
 the 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 Rules as per the programme given
 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 subjected to availability of vacancies as per Recruitment Rule and fulfilment of other laid down conditions as per extant orders.

2. 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. 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

As regards to Section – "B"- (Comprehension and writing ability of English) the paper will contain one question for essay writing on selected topics and 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.

3. Candidates have option to answer the question paper of Section "A" either in English or in Hindi (in Devanagari Script). 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 **31-05-2018**. 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. Mayale
SR. ACCOUNTS OFFICER [ADMIN]

Copy to :

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

V. S. Mayale
SR. ACCOUNTS OFFICER [ADMIN]