

e-mail

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
618,ANNA SALAI, TEYNAMPET CHENNAI.18

AN/II/8007/Dept.Exam/MTS/2019

Dt. 16th July 2019

To

All Sections in Main Office
All Sub-Offices under CDA Chennai

Sub : Holding Examination for promotion of educationally qualified MTS to the grade of Clerk.
Ref : Hqs Office most important circular No.AN/SAS/16502/MTS-CLK/NOV/2019/PROG.
Dt.12/7/2019.

It has been decided by Headquarters office to conduct examination for Promotion of educationally qualified MTS to the grade of Clerk. The eligibility criteria, Schedule and other details are as under.

Date of examination	11 th November 2019 (MONDAY)
Time	10.00 to 12.00 Hrs
Eligibility Criteria	Group - 'C' staff holding the grade pay of Rs.1800/- and who possess 12 th class pass or equivalent qualifications and have rendered 3 years regular service in the grade as on 01.11.2019. The Maximum age limit is 45 years (50 years of age for the SC/ST)
Option to answer the Paper	Either in English or Hindi (Devanagri Script). Question paper will be bilingual.
Place of examination	Main Office CDA Chennai (DARC HALL)
Details of Test	General English/Samanya Hindi (i) Letter Writing/Essay = 50 marks (ii) Dictation = 30 marks (iii) Grammar* = 20 marks # Typing Test 10 minutes duration = 50 marks (English/Hindi)
Max.Marks	100 marks **Gen - 40 marks **SC/ST - 35 marks

Note: * The grammar portion will contain (a) corrections to simple sentences (b) Filling up the blanks with meaningful words e.g. propositions, conjunctions etc (c) antonyms

Passing the typing test is compulsory. 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). Time allowed for typing test will be 10 minutes.

Typing test will be conducted on 11th November 2019 at 12.30 to 12.40 hrs.

**** Total aggregate marks to be obtained by candidates for being declared as pass.**

The details of eligible MTS serving in your office / section for appearing the above examination as per eligibility criteria mentioned in Hqrs letter dated 12/07/2019 may please be furnished in the prescribed proforma on or before 24th July 2019 (positively) to Admin II Section of Main Office.

In this regard Hqrs Office most important circular No.AN/SAS/16502/MTS-CLK/NOV/2019/PROG. Dt.12/7/2019 depicting the details viz. Syllabus for the examination and instructions may also be viewed/downloaded from CGDA website.

Nil report is also required.

GO(AN) has seen.

sd/
(R.Narayana Prasad)
Sr.Accounts Officer(AN)

Copy to:

EDP Section (local)

For hosting it in CDA Chennai web-site.

M
(R.Narayana Prasad)
Sr.Accounts Officer(AN)

आर. नारायण प्रसाद / R. NARAYANA PRASAD
वरि. लेखा अधिकारी / Sr. Accounts Officer
रक्षा लेखा नियंत्रक कार्यालय / Office of the CDA
618, अन्ना सालाई / 618, Anna Salai,
तेनामपेट, चेन्नई-18 / Teynampet, Chennai-600 018.