

Government of India
Ministry of Communication
Department of Telecommunications
O/o Controller General of Communication Accounts,
NICF Campus, Ghittorni, New Delhi – 110047

F. No: 25-01-2018/Admn

Dated: 15/11/2018

To

All Heads of Circles/Offices

Subject: Conducting of Departmental Examination for promotion of LDC to Jr. Accountant 2019.

Sir/Madam,

The Competent Authority has directed to hold the examination as per the following schedule:

1. SCHEDULE

NAME OF THE PAPER	TIME	DATE
Paper – I (Precis Writing, Drafting & Grammar)	9:30 to 11:30	22 nd February, 2019 (Friday)
Paper –II (Fundamental & Supplementary & Allied Rules)	9:30 to 12:30	25 th February, 2019 (Monday)
Paper – III (Basic I.T Skills)	9:30 to 11:30	26 th February, 2019 (Tuesday)

2. SYLLABUS OF EXAMINATION:

Syllabus of examination has been circulated vide CGCA notification No. 25-1-2018/Admn dated 01.11.2018 (available on the website of DoT). The question papers will be bilingual i.e. both in English and Hindi and the candidates will have the option to answer any paper in any one medium.

3. ELIGIBILITY:

Lower Division Clerk (Telecom Accounts) with not less than 3 years of continuous service as on 1st July of the year of recruitment.

4. AGE: No limit

5. QUALIFYING MARKS: 40% in each paper for all categories

6. Selection Method: Circle/Office wise meriti list of Lower Division Clerk who got qualify marks in the exam will be prepared on the basis of aggregate marks obtained on all three papers limited to the vacant post of Junior Accountant in Departmental Examination Quota of the concerned Circle.

7. VENUE FOR CONDUCTING THE EXMINATION:

The examination will be held at the place (most preferably within office premises) specified by the designated Nodal Officer of the circle, where the candidate is presently working. It may please be assured that sufficient wing of computers with print facility are available at the centre designated for conducting paper-III(Basic I.T. Skills) Examinations

8. **Nodal Officers:** Heads of circle/office will be Nodal officers for their office to conduct the exam properly

9. **EXECUTION OF EXAM-RELATED ACTIVITIES :**

- (i) The Nodal officers will identify & authorize eligible candidates for this exam after deliberating upon different aspects of eligibility criteria and will send compiled list of eligible candidates by **01st January, 2019** to the CGCA through post and by sending e-mail at **anbalagan.siva@gov.in**
- (ii) The roll number will be allocated by the Examination Cell O/o CGCA, the same will be forwarded to the respective Nodal Officers, for the preparation & issuance of Admit Cards, accordingly.
- (iii) The sealed packets of Question papers will be dispatched through insured post to all the nodal officers not before **18th February, 2019**. The nodal officers will be solely responsible for the safe up keeping of the question papers & the smooth conduction of the examination. The sealed packet of Question Papers will be opened in the presence of respective Nodal Officer, not before 20 minutes from the start of each Paper.
- (iv) The Examination will be conducted strictly in accordance with the guidelines stipulated under P&T Manual, Vol -IV Appendix 37. All Nodal Officers & the candidates are required to abide by the said guidelines. The Nodal Officers are also advised to go through the instructions very carefully and ensure that these instructions are followed scrupulously.
- (v) The Nodal Officers shall arrange the dispatch of answer sheets through insured post to the CGCA immediately after conclusion of every shift. The nodal officers will prepare & forward the attendance sheet in the prescribed proforma under Rule 25(b) of Appendix - 37, Annexure - IX to the CGCA by **27th February, 2019** by sending e-mail at **anbalagan.siva@gov.in**
- (vi) The Nodal officers are also entrusted with the various activities involved in the smooth conduction of examination. It includes appointment of supervisors, arrangement of blank answer sheets, issuance of admit card & any other activity crucial for the smooth conduction of examination as laid down in Appendix - 37 of P&T Manual Volume - IV.
- (vii) It may please be assured that sufficient quantity of computers with print facility are available at the centre designated for conducting paper-III(Basic I.T. Skills) Examination



(S.Anbalagan)
Dy. CGCA

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Copy to:

1. Under Secretary(SEA), DoT for uploading the same on DoT web portals