

No.12018/3/2016/MF.CGA(A)/MTS/SSC/2016/243

GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CONTROLLER GENERAL OF ACCOUNTS

E-mail: groupbsec-cga@gov.in
Fax : 011-24626639/011-24665356

Mahalekha Niyantak Bhawan
E-Block, GPO Complex, INA
New Delhi-110023

Dated: 6th July, 2018

To,

The successful candidates of Multi-Tasking Staff (Non-Technical) Examination, 2016 recommended by SSC to the post of **Multi-Tasking Staff** of CCAS cadre under O/o CGA.
(As per list enclosed)

Subject:- Offer of Appointment to the post of Multi-Tasking Staff of Central Civil Accounts Service (CCAS) under the Controller General of Accounts, M/o Finance, D/o Expenditure on the basis of MTS (Non Technical) Exam, 2016 conducted by Staff Selection Commission– Completion of formalities.

Sir/Madam,

I am directed to say that the Staff Selection Commission (SSC) has recommended candidates for appointment to the post of Multi-Tasking Staff of Central Civil Accounts Service (CCAS) under the Controller General of Accounts on the basis of MTS (Non Technical) Examination, 2016. The dossiers of recommended candidates have been received in this office as per the annexure enclosed herewith. Though utmost care has been taken while preparing the list annexed, the candidates are, however, advised to cross check their particulars with their results declared by SSC.

2. All the successful candidates recommended for the post of Multi-Tasking Staff of CCAS are required to submit following documents immediately:-

- (I) Acceptance of offer of appointment / willingness to join the post (**Annexure-A**)
- (II) Four sets of Attestation Form, all sets to be filled up duly in ink and own handwriting of candidates (**Annexure-B**)

(The candidates may take printout (back to back) of the Attestation Form attached and should carefully fill in the Forms. No column in the form shall be left blank. The photograph pasted on all four sets should be signed by the candidate. Specific answers to each question in Serial number 15 of the form should be given by striking out 'Yes' or 'No' as the case may be and not by tick mark. The candidates should fill in the point 10 also even if it is same as in the points 2 or 3 of the form)

contd..2/-

- (III) State-wise list of stations where subordinate offices of this office having posts of MTS is enclosed (Annexure-C). The MTS will be posted in the order of their rank in MTS (Non Technical) Exam, 2016 and preferences exercised by them. However, the person with disabilities will be given preference over others. All candidates are requested to furnish their preference(s) in the format given in Annexure-D. The preferences in prescribed format may be forwarded to the email address of this office i.e. groupbsec-cga@gov.in **within 5 days** of receipt of offer of appointment on respective email address of the candidate.
- (IV) All the candidates are also advised to appear before the Civil Surgeon/Principal Medical Officer/Chief Medical Officer of District where candidates are presently residing, for the medical examination to determine their fitness for the Government Service. The candidates are required to give a statement and declaration regarding his/her health in the attached form in the presence of Medical Officer (**Annexure-E**). The medical examination report and declaration in original shall be furnished to this office as soon as possible. The medical fitness certificate should be in the prescribed format, a specimen of which is attached (**Annexure-F**). However, if the candidate is already in Government service, instead of obtaining a fresh medical report, they may produce this letter to their controlling authority to enable them to forward an attested copy of their medical examination report obtained at the time of appointment. The letter addressed to Chief Medical Officer (CMO) (**Annexure 'G'**) may be handed over to CMO when the candidate appears for medical examination.
- (V) The candidate must produce a certificate of good character not more than three months old from any Gazetted Officer of State or Central Government not relating to him and having special reference to the previous two years in the enclosed proforma (**Annexure-H**). His/Her retention in service is further subject to him/her found suitable for Govt. Service in all respects. If the candidate is already employed in Govt. service, he may produce such certificate from his employer.
- (VI) The candidates who submit the requisite documents (willingness, attestation form, medical fitness report along-with declaration, certificate of good character, preference etc.) shall be considered for the said appointment.
- (VII) Mere submission of willingness and forms will not entitle any claim to appointment to the post which shall be subject to fulfillment of stipulated terms and conditions.
- (VIII) The terms & conditions for appointment to the post of Multi Tasking Staff in Central Civil Accounts Service cadre of the Controller General of Accounts are annexed (**Annexure-I**) and information regarding career prospects at **Annexure-J**.
- (IX) The prior need of police verification will be done away to issue of appointment letters vide DOPT OM No. 118011/2(s)/2016-Estt.(B) dated 30th March 2016. Hence, Provisional appointment letter may be issued after receiving requisite information from candidates stating that in case the character of the candidate is found not verified or any false information is given in his declaration, the appointment letter will be cancelled forthwith and other criminal/legal action will also be taken.

- (X) Candidates should ensure to reach the requisite documents to the undersigned at the address mentioned hereunder **within 3 weeks from the date of issue of this letter**. In case of any doubt, candidates may contact on following address, Telephone No. and e-mail:-

The Senior Accounts Officer
Group B/NGE Section,
Office of Controller General of Accounts,
Ministry of Finance, Department of Expenditure,
MahalekhaNiyatrakBawan
GPO Complex, E-Block, INA, New Delhi
Telephone No: 011-24665356, 24665359
e-mail: groupbsec-cga@gov.in

Yours faithfully,


(Suresh Kumar Gupta)
Senior Accounts Officer

- Encls:** 1. Blank form for acceptance/willingness to join – Annexure 'A'
2. Blank Attestation form (four sets) – Annexure 'B'
3. List of stations where offices under CGA having post of MTS– Annexure 'C'
4. Blank form for preference of stations – Annexure 'D'
5. Blank form for Candidate's statement and declaration – Annexure 'E'
6. Blank form of Medical fitness certificate – Annexure 'F'
7. Forwarding letter for medical examination – Annexure 'G'
8. Blank form for Certificate of Good Character – Annexure 'H'
9. Terms and Conditions of service – Annexure 'I'
10. Career Prospects- Annexure J

Copy to:-

Sr.AO (ITD), O/o the CGA – for uploading on website of CGA.

LIST OF MTS-2016 PASSED CANDIDATES FOR APPOINTMENT TO THE POST OF MTS IN THE DEPARTMENTALIZED ACCOUNTING ORGANISATION IN MINISTRIES/DEPTTS.

SI No.	NAME	ROLL No.	ALL INDIA RANK	CAT.	ALLOCATED STATE	SSC REMARKS
1	AMIT	1402009953	SL\2448	UR	DELHI	CLEAR
2	MANJEET KUMAR	1601019864	SL\1935	UR	DELHI	CLEAR
3	ABHAY SINGH	1601023067	SL\2278	UR	DELHI	CLEAR
4	SUMER SINGH	1803004640	SL\2267	SC	DELHI	CLEAR
5	PARVEEN	1803013230	SL\0037	UR	DELHI	CLEAR
6	ANKUR KUMAR	2003001990	SL\5967	OBC	DELHI	CLEAR
7	ANUJ KUMAR YADAV	2201001418	SL\2382	OBC	DELHI	CLEAR
8	KM MINAKSHI	2201004163	SL\5881	OBC	DELHI	CLEAR
9	RITIKA DUGGAL	2201004708	SL\4639	SC	DELHI	CLEAR
10	AKSHAY	2201007873	SL\1983	UR	DELHI	CLEAR
11	YOGESH CHOWDHARY	2201009310	SL\2221	UR	DELHI	CLEAR
12	SUMIT VATS	2201010854	SL\2478	UR	DELHI	CLEAR
13	ANAND KUMAR YADAV	2201028236	SL\5618	OBC	DELHI	CLEAR
14	MONIKA	2201049366	SL\1784	OBC	DELHI	PROVISIONAL
15	MONIKA	2201056794	SL\2045	UR	DELHI	CLEAR
16	AJIT KUMAR YADAV	2201067710	SL\1909	OBC	DELHI	CLEAR
17	ANKITA ARORA	2201070191	SL\2255	UR	DELHI	CLEAR
18	DEEPAK KUMAR	2201085688	SL\2244	SC	DELHI	CLEAR
19	NEERAJ	2201093892	SL\2398	UR	DELHI	CLEAR
20	NITISH AGGARWAL	2201117047	SL\2524	UR	DELHI	CLEAR
21	NITIN KUMAR	2201138722	SL\2238	UR	DELHI	CLEAR
22	ARUN KUMAR GAHLAWAT	2201148368	SL\2296	UR	DELHI	CLEAR
23	TEJINDER	2201150051	SL\1882	UR	DELHI	CLEAR
24	AMIT KUMAR	2201168582	SL\2505	UR	DELHI	CLEAR
25	SANDHYA KUMARI	2201201466	SL\5828	OBC	DELHI	PROVISIONAL
26	SHUBHAM	2201204833	SL\2288	UR	DELHI	CLEAR
27	MOHIT TUSHIR	2201229866	SL\2085	UR	DELHI	CLEAR
28	PRIYANKA	2201237231	SL\2430	UR	DELHI	CLEAR
29	LAKHAN SAINI	2201238663	SL\1595	OBC	DELHI	PROVISIONAL
30	RUMIT SEHRAWAT	2201248761	SL\2182	UR	DELHI	CLEAR
31	RAVI	2201253394	SL\2438	UR	DELHI	CLEAR
32	GEETANJALI	2201256821	SL\0245	UR	DELHI	CLEAR
33	AMIT KUMAR	2201257347	SL\2512	UR	DELHI	CLEAR
34	MANISH	2201269490	SL\5268	OBC	DELHI	CLEAR
35	PARVEEN KUMAR	2201278218	SL\5859	OBC	DELHI	PROVISIONAL
36	RAHUL SINGH	2201278635	SL\2067	OBC	DELHI	CLEAR
37	LALIT	2201281703	SL\5921	OBC	DELHI	CLEAR
38	ASHOK	2201286775	SL\2455	UR	DELHI	CLEAR
39	KULDEEP KUMAR	2201291242	SL\2123	UR	DELHI	CLEAR
40	SANJEEV KUMAR PRAJAPATI	2201303294	SL\1637	OBC	DELHI	CLEAR
41	RAHUL NAGAR	2201303766	SL\1067	OBC	DELHI	PROVISIONAL
42	RAHUL KUMAR MEENA	2201327705	SL\9214	ST	DELHI	CLEAR
43	MANJIT KUMAR SHARMA	2201350680	SL\2376	UR	DELHI	CLEAR
44	SANJAY	2201370086	SL\1260	UR	DELHI	CLEAR
45	BRAJESH KUMAR	2201380618	SL\1753	OBC	DELHI	CLEAR
46	AYU RAJ	2201390737	SL\2361	OBC	DELHI	CLEAR
47	ASHISH SHARMA	2201400051	SL\2210	UR	DELHI	CLEAR
48	ASHISH KUMAR JOSHI	2201440623	SL\2169	UR	DELHI	CLEAR
49	SONU	2201442250	SL\5478	OBC	DELHI	CLEAR
50	DEEPAK	2201449515	SL\2346	UR	DELHI	CLEAR
51	SUJIT KUMAR	2201501288	SL\9193	ST	DELHI	CLEAR

SI No.	NAME	ROLL No.	ALL INDIA RANK	CAT.	ALLOCATED STATE	SSC REMARKS
52	RAVINDER	2201510142	SL\2336	UR	DELHI	CLEAR
53	ANKUR KUMAR	2201570257	SL\0559	UR	DELHI	CLEAR
54	RAHUL KUMAR MEENA	2201575525	SL\9123	ST	DELHI	CLEAR
55	RAJ KUMAR MEENA	2201609475	SL\8971	ST	DELHI	CLEAR
56	DEVENDER KUMAR	2201615783	SL\2388	OBC	DELHI	PROVISIONAL
57	SATYA DEV	2201615865	SL\1414	UR	DELHI	CLEAR
58	SUBHASH	2201645190	SL\0260	OBC	DELHI	PROVISIONAL
59	PRADEEP DUDAWET	2403024944	SL\1069	ST	DELHI	CLEAR
60	GAURAV SHARMA	2405000981	SL\2142	UR	DELHI	CLEAR
61	PRITAM	2405002370	SL\2009	OBC	DELHI	CLEAR
62	RAM NIWAS MEENA	2405091416	SL\9155	ST	DELHI	CLEAR
63	ANSHU KUMARI	2405095140	SL\4215	OBC	DELHI	CLEAR
64	UMA SHANKAR MEENA	2405128394	SL\9180	ST	DELHI	CLEAR
65	DINESH KUMAR MEENA	2405147746	SL\8772	ST	DELHI	CLEAR
66	VIJENDRA KUMAR MEENA	2405281491	SL\9205	ST	DELHI	CLEAR
67	SANDEEP SHARMA	3001035509	SL\4926	OBC	DELHI	PROVISIONAL
68	VINEET KUMAR	3001119010	SL\1960	UR	DELHI	CLEAR
69	ANIL KUMAR	3001121460	SL\0248	SC	DELHI	CLEAR
70	AJAY KUMAR VERMA	3003001035	SL\4823	OBC	DELHI	PROVISIONAL
71	ANKIT KUMAR PAL	3003008052	SL\5043	OBC	DELHI	PROVISIONAL
72	DEENCHANDRA	3003042259	SL\5897	OBC	DELHI	PROVISIONAL
73	SUMIT KUMAR	3003043786	SL\1515	OBC	DELHI	PROVISIONAL
74	MOND ASHIK	3003060861	SL\5713	OBC	DELHI	PROVISIONAL
75	SUBHASH CHANDRA	3003075673	SL\3699	SC	DELHI	CLEAR
76	RAKESH KUMAR SONI	3007018443	SL\5560	OBC	DELHI	PROVISIONAL
77	NANDLAL PAL	3009002511	SL\0430	OBC	DELHI	PROVISIONAL
78	BISHVENDRA MISHRA	3009022509	SL\1556	UR	DELHI	CLEAR
79	BRAJDEEP MAURYA	3009029183	SL\5514	OBC	DELHI	PROVISIONAL
80	RAVI KANT VERMA	3010028014	SL\5641	OBC	DELHI	PROVISIONAL
81	GAURAV SOLANKI	3011033233	SL\2322	UR	DELHI	CLEAR
82	SANTOSH KUMAR	3013000730	SL\2097	UR	DELHI	CLEAR
83	ADITYA KUMAR YADAV	3013014134	SL\5173	OBC	DELHI	PROVISIONAL
84	ANKIT MISHRA	3013020200	SL\1792	UR	DELHI	CLEAR
85	ABHISHEK KUMAR	3013160172	SL\2419	OBC	DELHI	PROVISIONAL
86	BABLU KUMAR SAN	3201055404	SL\5758	OBC	DELHI	PROVISIONAL
87	AMRIT KUMAR	3201091789	SL\1181	UR	DELHI	CLEAR
88	ANIKET KUMAR	3203014721	SL\5959	OBC	DELHI	PROVISIONAL
89	AMIT KUMAR	3203020999	SL\2031	OBC	DELHI	PROVISIONAL
90	MANISH TEJNARAYAN	3203039539	SL\2471	OBC	DELHI	PROVISIONAL
91	VIKASH KUMAR	3203042128	SL\1349	OBC	DELHI	PROVISIONAL
92	RAVI SHARMA	3203059935	SL\1463	UR	DELHI	CLEAR
93	AKHILESH KUMAR	3205000213	SL\0846	OBC	DELHI	PROVISIONAL
94	APARNA KUMARI	3205000837	SL\5981	OBC	DELHI	PROVISIONAL
95	SHUBHAM KUMAR	3205001442	SL\1669	UR	DELHI	CLEAR
96	AMARJEET KUMAR	3205042577	SL\2194	OBC	DELHI	PROVISIONAL
97	SANDEEP KUMAR	3205054883	SL\5912	OBC	DELHI	PROVISIONAL
98	AMAN ABHISHEK	3206029517	SL\2407	UR	DELHI	CLEAR
99	NITESH KUMAR GUPTA	3206031602	SL\2307	OBC	DELHI	PROVISIONAL
100	RUCHI KUMARI	3206037801	SL\1817	OBC	DELHI	PROVISIONAL
101	CHANDAN KUMAR	3206038483	SL\0948	OBC	DELHI	PROVISIONAL
102	ABHISHEK KUMAR RAJ	3206049472	SL\5594	OBC	DELHI	PROVISIONAL
103	VIJAY VERMA	3206061933	SL\1845	OBC	DELHI	PROVISIONAL
104	NITISH KUMAR	3206081549	SL\0732	OBC	DELHI	PROVISIONAL

SI No.	NAME	ROLL No.	ALL INDIA RANK	CAT.	ALLOCATED STATE	SSC REMARKS
105	DIWAKAR KUMAR	3206086689	SL\5407	OBC	DELHI	PROVISIONAL
106	AMARJEET KUMAR	3206161494	SL\3517	OBC	DELHI	PROVISIONAL
107	SHILPI KUMARI	3206186003	SL\1706	OBC	DELHI	PROVISIONAL
108	PAWAN KUMAR	3206288028	SL\5655	OBC(OH)	DELHI	PROVISIONAL
109	ADARSH KUMAR KANDHWAY	4205001290	SL\5343	OBC	DELHI	PROVISIONAL
110	PRAMOD KUMAR	4205003125	SL\2463	UR	DELHI	CLEAR
111	ROSHAN KUMAR	4205021010	SL\5732	OBC	DELHI	CLEAR
112	SUMIT KUMAR SHEEL	4205172343	SL\5935	OBC	DELHI	CLEAR
113	CHUMKI MONDAL	4405039077	SL\5689	OBC	DELHI	CLEAR
114	SOURISH BELEL	4410064358	SL\2329	UR	DELHI	CLEAR
115	RANJEET	6015003374	SL\2949	OBC	DELHI	PROVISIONAL
116	RANJEET KUMAR	8201003070	SL\4743	OBC	DELHI	CLEAR
117	VISHNU P	9206034244	SL\5794	OBC	DELHI	PROVISIONAL
118	NIRAJ KUMAR	2201156998	SL\4298	OBC	WB	CLEAR
119	RANJEET KUMAR	3003128199	SL\3763	OBC	WB	PROVISIONAL
120	ARUN KUMAR	3201004323	SL\9321	ST	WB	CLEAR
121	BINOD KUMAR	3201031329	SL\2262	OBC	WB	PROVISIONAL
122	RAHUL KUMAR	3203000484	SL\4993	OBC	WB	PROVISIONAL
123	SUNNY KUMAR	3203003920	SL\4900	OBC	WB	PROVISIONAL
124	RAUSHAN KUMAR	3203012164	SL\1016	OBC	WB	PROVISIONAL
125	UMESH YADAV	3203012360	SL\2793	OBC	WB	PROVISIONAL
126	OM PRAKASH KUMAR	3203027599	SL\4584	OBC	WB	PROVISIONAL
127	ANUJ KUMAR	3203068635	SL\4211	OBC	WB	PROVISIONAL
128	RAM JEEVAN KUMAR	3205020216	SL\2351	OBC	WB	PROVISIONAL
129	OM PRAKASH MANDAL	3206015689	SL\9506	ST	WB	CLEAR
130	MONIKA KUMARI	3206043894	SL\2530	UR	WB	CLEAR
131	SAPNA KUMARI	3206069353	SL\1795	OBC	WB	PROVISIONAL
132	ANUJ KUMAR	3206076641	SL\2667	OBC	WB	PROVISIONAL
133	SURUCHI BHARTI	3206078374	SL\4001	OBC	WB	PROVISIONAL
134	AMARNATH KUMAR	3206209952	SL\1262	SC	WB	CLEAR
135	AMARJEET KUMAR	3206225147	SL\3515	OBC	WB	PROVISIONAL
136	RAHUL KUMAR	4205044513	SL\3027	OBC	WB	CLEAR
137	SHAMBHU DEBNATH	4402002914	SL\3579	OBC	WB	CLEAR
138	TILOTTAMESH MONDAL	4402007729	SL\4511	OBC	WB	CLEAR
139	SUBHOM DHAR	4403002811	SL\2901	UR	WB	CLEAR
140	POUSALI MAJUMDER	4403003183	SL\2958	UR	WB	CLEAR
141	PRITAM KARMAKAR	4405002550	SL\4097	OBC	WB	CLEAR
142	RANI KUMARI GUPTA	4405003430	SL\1843	OBC	WB	PROVISIONAL
143	PUJA KUMARI GUPTA	4405003441	SL\4339	OBC	WB	CLEAR
144	SOUMIK MUKHERJEE	4405003830	SL\2645	UR	WB	CLEAR
145	ASHIS SARKAR	4408025929	SL\3308	OBC	WB	PROVISIONAL
146	SANGSAPTAK BAGCHI	4408029862	SL\2073	UR	WB	CLEAR
147	ADITYA BISWAS	4410000255	SL\2134	SC	WB	CLEAR
148	SHRAMANA PAL	4410000400	SL\2855	UR	WB	CLEAR
149	DEBABRATA KUNDU	4410001487	SL\4814	OBC	WB	CLEAR
150	RAHALA HANSDA	4410002519	SL\8004	ST	WB	CLEAR
151	MOHANA MAJUMDAR	4410017171	SL\1937	UR	WB	CLEAR
152	PRAMIT GIRI	4410021959	SL\1219	UR	WB	CLEAR
153	BIKRAM BAHADUR DAS	4410022951	SL\3504	SC	WB	CLEAR
154	ANIRBAN SARKAR	4410023172	SL\1699	SC	WB	CLEAR
155	SOURAV PURKAIT	4410025116	SL\0730	UR	WB	CLEAR
156	MD SAMSHAD HUSSAIN	4410029332	SL\1116	UR	WB	CLEAR
157	SIBHAM RAM	4410034614	SL\4689	OBC	WB	CLEAR

SI No.	NAME	ROLL No.	ALL INDIA RANK	CAT.	ALLOCATED STATE	SSC REMARKS
158	PRITAM BANERJEE	4410038330	SL\0233	UR	WB	CLEAR
159	SURAJIT MAJI	4410049960	SL\2940	OBC	WB	PROVISIONAL
160	DEBABRATA SARKAR	4410055030	SL\2746	UR	WB	CLEAR
161	SATWIK WARDHAN	4410077771	SL\3938	OBC	WB	CLEAR
162	NARENDRA PRASAD YADAV	4410080962	SL\4468	OBC	WB	CLEAR
163	DEBRAJ BHATTACHARYYA	4410082464	SL\1325	UR	WB	CLEAR
164	WASIM AKRAM	4410218460	SL\2214	UR	WB	CLEAR
165	ABHISHEK KUMAR	4415002487	SL\5020	OBC	WB	CLEAR
166	ARPAN RAI	4415011727	SL\0692	OBC	WB	CLEAR
167	SANDEEP KUMAR	4205096028	SL\0334	UR	JHARKHAND	CLEAR
168	JISHNU C R	9212009734	SL\8213	OBC	KARNATAKA	PROVISIONAL
169	SANOJ KUMAR	3003058158	SL\2282	OBC	KARNATAKA	PROVISIONAL
170	DEEPAK KUMAR	3203052856	SL\4950	OBC	KARNATAKA	PROVISIONAL
171	ASHIQ MOHAMMED A N	9211013040	SL\0392	OBC	KERALA	CLEAR
172	RANJEET KUMAR	4205099856	SL\0448	OBC	MP	PROVISIONAL
173	SAMRAT KUMAR DAS	4402011219	SL\4433	UR	MEGHALAYA	CLEAR
174	SHAHNWAZ ALAM	3206110488	SL\5516	UR	MEGHALAYA	CLEAR
175	SATENDRA KUMAR	2201242617	SL\8736	SC	MEGHALAYA	CLEAR
176	DHANANJAY SINGH	3010021358	SL\0797	UR	MAHARASHTRA	CLEAR
177	SUNNY KUMAR	3206179824	SL\2817	OBC	MAHARASHTRA	PROVISIONAL
178	AHIRWAR SIDDHANT SITARAM	7205704973	SL\3514	SC	MAHARASHTRA	CLEAR
179	RAJA RAM RAJ	2201247549	SL\3550	OBC	MAHARASHTRA	PROVISIONAL
180	PRAKASH RAKSHIT	3205010776	SL\4723	UR	MAHARASHTRA	CLEAR
181	KRISHNA KUMAR ROY	2201016874	SL\5030	UR	MAHARASHTRA	CLEAR
182	ASALAM ANSARI	3003023899	SL\5235	OBC	MAHARASHTRA	PROVISIONAL
183	ASHISH	2201238385	SL\5350	UR	MAHARASHTRA	CLEAR
184	RITESH KUMAR TIWARY	4413002380	SL\5473	UR	MAHARASHTRA	CLEAR
185	MINTU KUMAR JHA	3201024872	SL\5624	UR	MAHARASHTRA	CLEAR
186	LOVELY	3205052183	SL\5708	UR	MAHARASHTRA	CLEAR
187	CHAUDHARY SACHIN	7002706048	SL\5782	UR	MAHARASHTRA	CLEAR
188	JITENDRA KUMAR	3205009799	SL\5846	UR	MAHARASHTRA	CLEAR
189	ROHIT	2201158826	SL\5943	UR	MAHARASHTRA	CLEAR
190	HIMANSHU GAMBHIR	2201009847	SL\6003	UR	MAHARASHTRA	CLEAR
191	SOUMITRA HALDAR	4410004086	SL\6092	UR	MAHARASHTRA	CLEAR
192	ANUJ GUPTA	2201024040	SL\6124	UR	MAHARASHTRA	CLEAR
193	CHUNNU KUMAR SINGH	3206256486	SL\6157	UR	MAHARASHTRA	CLEAR
194	KAMAL NAYAN	2201301351	SL\6196	UR	MAHARASHTRA	CLEAR
195	SHIVANSHU SINGH	3009024497	SL\6215	UR	MAHARASHTRA	CLEAR
196	ROHIT KUMAR	2201005730	SL\7111	OBC	MAHARASHTRA	PROVISIONAL
197	VISHWAJEET	3201050753	SL\7911	OBC	MAHARASHTRA	PROVISIONAL
198	MANISH YADAV	3003035659	SL\8055	OBC	MAHARASHTRA	PROVISIONAL
199	ANKIT TOMER	3011015821	SL\8171	OBC	MAHARASHTRA	PROVISIONAL
200	ANKIT KUMAR SHARMA	3206000924	SL\8232	OBC	MAHARASHTRA	PROVISIONAL
201	SHIRSATH SACHIN JAGAN	7204703304	SL\8233	SC	MAHARASHTRA	CLEAR
202	LAKSHMI BAI MEENA	2405147850	SL\9609	ST	MAHARASHTRA	CLEAR
203	KUNDAN KUMAR	3206103074	SL\9141	DOSSIER NOT RECEIVED FROM SSC		

To,

The Sr. Accounts Officer (Group-NGE),
Office of Controller General of Accounts
Ministry of Finance, D/o Expenditure,
MahalekhaNiyankBhawan,
E- Block, GPO Complex, INA, New Delhi.

Subject: Appointment to the post of Multi-Tasking Staff (Group-C, Non-Gazetted) of Central Civil Accounts Service under Office of the Controller General of Accounts - Submission of documents by candidates of MTS (Non-Technical) Examination 2016.

Sir,

I am to refer to CGA's office letter No. **12018/3/2016/MF.CGA(A)/MTS/SSC/2016/243** dated **06.07.2018** on the subject mentioned above and hereby convey my willingness to join as Multi-Tasking Staff of Central Civil Accounts Service and acceptance of the terms and conditions mentioned in the letter. I am also enclosing the following documents for necessary action at your end:-

1. Four sets of Attestation Forms duly filled in my own handwriting.
2. Original Medical Certificate of fitness in prescribed format.
3. Original statement and declaration regarding health in prescribed format in the presence of Medical Officer.
4. Preference Form.
5. Character Certificate

Yours faithfully,

Signature-----

Name-----

Date-----

Roll No.-----

Date of Birth-----

E-mail-----

Contact No.-----

MTS, 2016 Rank No.-----

ATTESTATION FORM

<p>----- Affix signed passport Size (5cmX7cms. Approx.) Recent photograph -----</p>	<p>"WARNING"</p> <p>1. The furnishing of false information or suppression of any factual information in the Attestation Form would be disqualification, and is likely to render the candidate unfit for employment under the government.</p> <p>2. If detained, arrested persecuted, bound down, fined, convicted, debarred, acquitted etc., the details should be communicated immediately to the authorities to whom the Attestation Form has been sent early, failing which it will be deemed to be a suppression of factual information.</p> <p>3. If, the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to notice at any time during the service of a person, his services would be liable to be terminated".</p>	
1.	Name in full (in block capitals) With aliases, if any, (Please indicate if you have added or dropped in any stage, any part of your name or surname).	
2.	Present Address in full (i.e. Village, Thana & District, or House No., Lane/Street/Road and Town).	
3(a)	Home Address in full (i.e. Village, Thana, & District, or House No., Lane/Street/Road and Town and name of District Headquarters)	
(b)	If originally a resident of Pakistan/Bangladesh (erstwhile East Pakistan) the address in the country and the date of migration to Indian Union.	
4.	Aadhar Card No. (If available)	
5.	Permanent Account Number (PAN) (if available)	
6.	Nationality	

Signature of the candidate

7. (a)	Date of Birth		
(b)	Present age		
(c)	Age at Matriculation		
8.(a)	Place of birth, district and state in which situated		
(b)	District and state to which you belong		
(c)	District and state to which your father originally belongs		
9.(a)	Your religion		
(b)	Are you a member of a Scheduled Caste/Scheduled Tribe/Other Backward Class? Answer 'Yes'/'No'		
10.	<u>Particulars of places (with periods of residences) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan), particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given.</u>		
	From	To	Residential Address in full (i.e. Village, Thana & District or House No./Lane/Street/Road & Town
			Name of the District Head Quarter or the place mentioned in preceding column.

Signature of the candidate

11.	Name (in full & aliases if any)	Nationality (by birth & or by domicile)	Place of Birth	Occupation if employed give designation & official address	Present postal address (if dead give last address)	Permanent Home address
a) Father						
B) Mother						
c) Spouse						

12. Information to be furnished with regard to son(s) and / or daughter(s) in case they are studying/ living in a foreign country:

Name	Nationality by birth and/or by domicile	Place of birth	Country in which studying/living with full address	Date from which studying/living in the country mentioned in the previous column

13. Education Qualification showing places of education with years in schools and colleges since 15th year of age:

Name of School/College (with full address)	Date of Entering	Date of Leaving	Examination Passed

Signature of the candidate

14.(a) Are you holding or have any time held an appointment under Central or State Government or a semi-Government or a Quasi-Government body or an autonomous body or a public sector Undertaking or a private firm or institution? If so, give full particulars with date of employment up-to-date:

Period		Designation, emoluments & nature of employment	Full name & address of employer	Reason for leaving previous service
From	To			

14.(b) If the previous employment was under the Government of India/a State Government/Undertaking owned or controlled by the Government of India or a state Government/ and Autonomous Body/University/Local Body.

If you had left service on giving a month's notice under Rule 5 of the Central Civil Services (Temporary Service) Rule 1965, or any similar corresponding rules, were any disciplinary proceeding framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent dates (s), before your service actually terminated?

15.(i)	(a)	Have you ever been kept under detention?	(strike out 'Yes' or 'No' as the case may be)
			Yes / No
	(b)	Have you ever been arrested?	Yes / No
	(c)	Have you ever been prosecuted? (i.e. has a charge sheet in a criminal case been filed against you in any court of law)	Yes / No
	(d)	Is any criminal case pending against you in any Court of Law at the time of filling up this Attestation form?	Yes / No
	(e)	Have you ever been convicted by a court of Law or any office?	Yes / No
	(f)	Whether discharged/expelled/withdrawn from any training/institution under the Government or otherwise?	Yes / No
	(g)	Have you ever been rusticated by any University or any educational authority/institution?	Yes / No
	(h)	Have you ever been debarred/disqualified by any Public Service Commission/Staff Selection Commission for any of its examination/selection?	Yes / No

Signature of the candidate

(ii)	If the answer to any of the above mentioned question is 'Yes' give full particulars of the case/arrest/detention/fine/conviction/sentence/punishment etc and/or the nature of the case pending in the court/University/Educational Authority etc at the time of filling up this attestation form:
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Note: (i) Please also see the 'WARNING" at the top of this Attestation Form.

(ii) Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be

16.	Name of two responsible person of your locality or two references to whom you are known:	1) 2)
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DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

I am fully aware that by providing false information or suppressing material information while filling this form, the authorities have full right to terminate my appointment letter and I am also liable for appropriate criminal/civil/legal action as a consequence.

I am not aware or any circumstances which might impair my fitness for employment under Government.

Signature of Candidate

Date:

Place:

TO BE FILLED BY THE OFFICE

- i) Name, Designation and full address of the authority forwarding the form
 Sr. Accounts Officer (Admn.), Principal Accounts Office, Ministry of
New Delhi.
- ii) Post for which the candidate is being considered – Multi-Tasking Staff, Group 'C',
 (Non-Technical, Non-Gazetted) of Central Civil Accounts Service (CCAS) under the
 Controller General of Accounts.

State-wise Stations where PAO office under CGA are functioning

S. No.	State	Station
1.	Andhra Pradesh	Vishakhapatnam, Guntur, Tirupati
2.	Assam	Dibrugarh, Guwahati
3.	Bihar	Bhagalpur, Patna
4.	Chhatisgarh	Raipur
5.	Goa	Panaji
6.	Gujrat	Ahemdabad, Baroda, Surat, Rajkot, Bhavnagar, Vapi, Kandla, Jamnagar, Gandhi Nagar
7.	Haryana	Faridabad, Rohtak, Panchkula
8.	Himachal Pradesh	Shimla
9.	Jammu & Kashmir	Jammu, Srinagar
10.	Jharkhand	Ranchi, Jamshedpur, Dhanbad
11.	Karnataka	Bengaluru, Hubali, Manglore, Mysore, Belgaum
12.	Kerala	Cochin, Trivandrum, Calicut,
13.	Madhya Pradesh	Bhopal, Indore, Dewas, Hoshangabad, Neemuch, Gwalior
14.	Maharashtra	Mumbai, Nagpur, Pune, Thane, Nasik, Auragabad, Raigad, Nasik Road, NhavaSheva
15.	Meghalaya	Shillong
16.	Orissa	Bhubaneswar
17.	Punjab	Amritsar, Jalandhar, Patiala, Ludhiana,
18.	Chandigarh	Chandigarh
19.	Puducherry	Puducherry
20.	Rajasthan	Jaipur, Jodpur, Udaipur, Ajmer
21.	Tamil Nadu	Chennai, Coimbatore, Madurai, Salem, Tirunelveli, Trichy, Tuticorin,
22.	Telangana	Hyderabad
23.	Tripura	Agartala
24.	Uttar Pradesh	Agra, Lucknow, Meerut, Allahabad, Bareilly, Kanpur, Ghaziabad, Noida, Ghazipur
25.	Uttarakhand	Dehradun
26.	West Bengal	Kolkata, Durgapur, Jalpaiguri, Siliguri, Bolpur, Farakka
27.	New Delhi	New Delhi

Proforma for giving Preferences for allocation of State/Station{MTS (Non-Technical) Examination, 2016 passed candidates allocated as MTS to CGA}

Name of Candidate	
Rank No. in MTS 2016	
Roll No.	
Mobile No.	
e-mail	
Educational Qualification	

Preference(s) for posting

Order of preferences	State	Station
1.		
2.		
3.		
4.		
5.		

UNDERTAKING

I understand that mere submission of preference(s) of State/Station does not entitle a candidate for allocation of state/station as per his/her choice. The allocation of state/station will be subject to availability of sufficient vacancy as well as merit of the candidates. The Competent Authority reserves the right of allocation of state/station to a candidate at any state/station in public interest in terms of provision in recruitment rules to serve in any part of India.

Further, I hereby accept the terms & conditions for appointment to the post of Multi-Tasking Staff in Central Civil Accounts Service cadre of the Controller General of Accounts as mentioned in the offer of appointment vide OM No. A-12018/3/2016/MF.CGA(A)/MTS/SSC/2016/243 dated 06.07.2018.

Signature of the candidates-----

Dated -----

CANDIDATE'S STATEMENT AND DECLARATION

(The candidate must make the following statement and must sign the declaration below it before the medical officer. Attention is specially invited to the **WARNING** in the 'Note' at the bottom of page 2.)

1. Name in full (in BLOCK letters) -----
2. Age and place of birth -----
3. Have you ever had
 - (a) Small-pox, intermittent fever and-----
 - other fever, enlargement
 - suppuration of glands, spitting of blood,
 - fainting attacks, rheumatism or appendicitis)
 - OR
 - Any other disease or accident requiring confinement-----
 - to bed and medical or surgical treatment?
4. When were you last vaccinated? -----
5. Have you or any of your relatives been-----
 - afflicted by consumption, scrofula, gout, asthma,
 - fits, epilepsy or insanity?
6. Have you suffered from any form of nervousness-----
 - due to overwork or any other cause?
7. Have you been examined and declared fit -----
 - for Govt. service by a Medical officer/Medical
 - Board within the last three years?
8. Furnish the following particulars:

Father's age, if living, & state of health	Father's age at the time of death and cause of death	No. of brothers, living, their ages and state of health	No. of brothers who have died, their ages at death and cause of death
Mother's age, if living, & state of health	Mother's age at the time of death and cause of death	No. of sisters, living, their ages and state of health	No. of sisters who have died, their ages at death and cause of death

2

DECLARATION

I declare that all the above answers are true and correct to the best of my knowledge and belief. I also solemnly affirm that I have not received any disability certificate/pension on account of any disease or other condition.

Signature of candidate-----

Date-----

Signed in my presence.

Signature of Medical Officer-----

Name-----

Stamp with address

Note: The candidate will be held responsible for the accuracy of the above statement. By willfully suppressing any information he will incur the risk of losing the appointment and, if appointed, of forfeiting all claims to superannuation allowance or gratuity.

(Please take back to back print)

FORM OF MEDICAL CERTIFICATE

I hereby certify that I have examined Sh/Smt/Km.-----a candidate for employment in the Government of India and cannot discover that he /she has any disease (communicable or otherwise), constitutional weakness or bodily infirmity, except-----

I do not consider this a disqualification for employment in the Government of India.

The age of Shri/Smt./Kum. -----according to his/her own statement is-----years, and by appearance is about----- years.

(Signature/thumb impression of the candidate)

Date-----

(To be signed in the presence of the examining Medical Officer)

(Paste a photograph of the candidate examined)
Seal should be spread over form and the photograph

Signature of Medical Officer

Name-----

Address and Official seal

Note: The officer making this certificate should be a Civil Surgeon or a District Medical Officer of equivalent status of a Government Hospital.

No. 12018/3/2016/MF.CGA(A)/MTS/SSC/2016/243

Government of India
Office of Controller General of Accounts
Ministry of Finance, D/o Expenditure
MahalekhaNiyantarakBhawan
E- Block, CGO Complex, INA, New Delhi

Dated, the 6th July 2018

To
The Chief Medical Officer / Civil Surgeon,

.....

Sub: **Medical Examination of candidate for the post of Multi-Tasking Staff.**

Sir,

I am directed to say that **Sh./Smt./Ms.**,has been nominated for appointment to the post of Multi-Tasking Staff on direct recruitment basis in the Central Civil Accounts Service (CCAS) cadre, on the basis of MTS (Non-Technical) Examination-2016 conducted by the Staff Selection Commission (SSC) and further allocation to the Departmental Accounts Organizations under the Controller General of Accounts, Ministry of Finance, Department of Expenditure.

It is therefore, requested that necessary medical examination may be done at an earliest date and the medical fitness report and candidate's statement and declaration signed in your presence and attested by you in the prescribed proforma (copy enclosed) duly signed by you with the stamp and handover to candidate for sending to this office urgently to enable this Office to consider the candidature of the above person of the aforesaid post.

Yours faithfully,

(Suresh Kumar Gupta)
Sr. Accounts Officer

Copy to:-

Sh./Smt./Ms.should report to the Chief Medical Officer
....., on any working day alongwith prescribed format (Annexure 'E' and 'F')
within a week time from the date of receipt of this letter.

(Suresh Kumar Gupta)
Sr. Accounts Officer

Note: Signed letter is enclosed with the offer of appointment sent through post.

CHARACTER CERTIFICATE

Certified that I have known Shri / Smt. / Kumari _____
son / daughter of Shri _____ for the last
_____ years _____ months and that he / she bears a good character and moral to
the best of my knowledge and belief.

Date:

Place:

Signature _____

Designation _____

Stamp with address _____

(Certificate to be signed by any one of the following)

5. Gazetted Officers of Central or State Government.
6. Members of Parliament or State Legislature.
7. Non-Gazetted Sub-Divisional Magistrates/Officers and
8. Tehsildars of Naib/Dy. Tehsildars authorized to exercise magisterial powers.

General Conditions of Service :-

1. The candidate should communicate his/her acceptance/willingness of the offer of appointment to the post of Multi-Tasking Staff on direct recruitment basis within 21 days of the receipt of the offer letter failing which it will be presumed that he/she is not interested in the appointment offered to him/her.
2. His/her appointment is subject to the production of Medical Certificate of Fitness from the Chief Medical Officer/Principal Medical officer/Civil Surgeon of District where candidates are presently residing. A letter to Chief Medical Officer to examine the candidate is attached. He/she should contact concern CMO/Civil Surgeon/Principal Medical Officer immediately along-with letter addressed to Chief Medical Officer, Form of candidate's statements and declaration and Form of Medical certificate and get himself/herself medically examined before reporting to duty. If the candidate is already employed in the Govt. Service, he/she should produce a copy of such certificate from duly attested by his employer.
3. He/ She should furnish in Quadruplicate attestation form (enclosed) duly completed to this office. DOPT OM No. 18011/2(s)/2016-Estt(B) dated 30th March 2016 state that as a general policy, the police verification will be carried out, but the issue of appointment letters need not be withheld pending such police verification. In view of above, provisional appointment letters will be issued after obtaining a self-declaration from the candidate and other relevant documents received by this office as mentioned in offer of appointment letter.
4. He/She must produce a certificate of good character not more than three months old from any Gazetted Officer of State or Central Government not relating to him and having special reference the previous two years in the enclosed proforma. If the candidate is already in the employ of the Govt. Service, he should produce such certificate from his employer.
5. He/she must produce original certificates in proof of his academic qualifications, age (Matriculation Certificate) and cast certificate in case of SC/ST/OBC, Non creamy layer certificate in respect of OBC, PH certificate, Ex-serviceman certificate at the time of joining.
6. The appointment is subject to the candidate being found medically fit. The appointment offered is further subject to the candidate being found suitable for employment under Government of India.
7. The appointment will be purely temporary initially and liable to termination at any time by giving one month's notice either by the Government servant to the appointing authority or by the appointing authority to the Government servant in terms of Central Civil Services (Temporary Service) Rules, 1965.

8. The appointee will be governed by the provisions of CCS (Temporary Service) Rules, 1965, as amended/modified from time to time. The appointee will be benefited by the **New Defined Contribution Pension Scheme introduced by the Government of India, M/o Finance, Department of Economic Affairs, Notification dated 22-12-2003 circulated vide CGA's OM No. 1(7)(2)2003/TA/616 dated 29.12.2013.**
9. As per Pay Matrix (7th Central Pay Commission), the revised scale of pay admissible for the post of MTS falls under Level-1 (Rs.18000-56900) against pre-revised 6th CPC Pay Band-I (5,200-20,200) with Grade Pay Rs.1800/-. In case of those who are already in Central Govt. Service, the initial pay shall be fixed in accordance with the normal rules. In addition, the usual allowances under the rules and orders in force from time to time shall also be payable.
10. He/She will be on probation for two years. However, at the discretion of the Appointing Authority, the period of probation may be extended but such total period of extension shall not exceed one year.
- 11. He/she will be liable to serve / transferred anywhere in India.**
12. He/She should state clearly whether he is a citizen of India and if not whether he/She is a person who have migrated from Pakistan with intention of permanently settling in India and the date of his/her migration or he/she is (1) a subject of Nepal, or (2) a subject of Bhutan, or (3) a Tibetan refugee who came to India before the 1st January 1962, with the intention of permanently settling in India.
13. He/She must give a statement in writing giving full information of his/her previous employer if any, in the last 3 years under the Govt. of India or under any state Govt./ or otherwise.
14. If he/she claims to be member of the SC or ST, he should state specially to which of the castes or tribes mentioned in the Constitution (SC) Order 1950 or under the Constitution (ST) Order 1950 he/she belongs. A certificate to that effect should also be shown to the Head of the Office.
15. He/She is warned that the furnishing of incorrect information in any point will render him liable to disciplinary action.
16. He/She should also note that he/she has to conform to the disciplinary and conduct rules prevailing in this department as well as those imposed by the Central Govt. on all their employees.
17. The Head of the Office has full discretion to forward or withheld any of his applications for appointment in other Govt. offices or elsewhere.
18. The candidate will be required to take an oath of allegiance/faithfulness to the Constitution of India or to make a solemn affirmation to that effect in the prescribed form.

19. He/She will not be eligible to Govt. Service if he has more than one living spouse. The marital declaration will have to be furnished to the Head of the Office in prescribed form.
20. If he/she subsequently changes his religion other than Hindu/Sikhism, he should intimate it to the appointing authority immediately. In case he fails to do so, suitable action as per existing rules will be taken (for the candidates belonging to SC/ST also).
21. The service will be governed by the Govt. of India's relevant rules and orders in force from time to time.
22. If any declaration given or information furnished by the candidates proves to be false or is found to have been willfully suppressed, the candidate will render himself liable to removal from service and also such other action as Government may consider necessary.
23. No T.A. /D.A. will be admissible / paid to his/her for joining on appointment.

CAREER PROSPECTS

The Multi-Tasking Staff with three years regular service are eligible for appearing in Limited Departmental Qualifying Examination conducted by the Controller General of Accounts. The passed officials of said examination become eligible for promotion as Lower Division Clerks. MTS with three years regular service are also eligible for promotion as LDC on seniority cum fitness basis subject to availability of vacancies in relevant quota. LDCs with five years regular service are eligible for promotion as Accountant on seniority cum fitness basis subject to availability of vacancies in relevant quota. Further, Accountants with three years regular service are eligible for promotion as Sr. Accountants.

LDCs/Accountants/Sr. Accountants with three years regular service are eligible for appearing in Asstt. Accounts Officer (Civil) Examination conducted by the Controller General of Accounts. The passed officials of AAO (Civil) Examination become eligible for promotion as Assistant Accounts Officer (Group B, Gazetted, Level-8 Rs. 47600-151100) in Central Civil Accounts Service cadre. The next hierarchical posts are Accounts Officer (Level-9), Sr. Accounts Officer (Level-10) and onward as per procedure prescribed in relevant recruitment rules of the posts.