

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

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

MahalekhaNiyantarakBhawan
E-Block, GPO Complex, INA
New Delhi-110023

Dated: 18th May, 2018

To,

The successful candidates of **Combined Higher Secondary Level Exam, 2016** recommended to the post of **Data Entry Operator** of CCAS cadre under O/o CGA.
(As per list enclosed)

Subject:- Offer of Appointment to the post of Data Entry Operator of Central Civil Accounts Service under office of the Controller General of Accounts, M/o Finance, D/o Expenditure on the basis of Combined Higher Secondary Level 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 Data Entry Operator of Central Civil Accounts Service (CCAS) under the Controller General of Accounts on the basis of Combined Higher Secondary Level **Exam, 2016**. The dossiers of recommended candidates have since 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 Data Entry Operator 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 Data Entry Operator is enclosed (Annexure-C). The Data Entry operators will be posted in the order of their rank in Higher Secondary Level Exam, 2016 and preference exercise 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 Data Entry Operator in Central Civil Accounts Service cadre of the Controller General of Accounts are annexed (Annexure-I) and information regarding career prospects at Annexure-J.

contd..3/-

- (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 here **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,
MahalekhaNiyantarakBawan
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 DEOs– 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 SUCCESSFUL CANDIDATES OF CHSLE-2016 RECOMMENDED FOR THE POST OF DEOs OF CCAS CADRE UNDER O/o CGA

NAME	ROLL No.	ALL INDIA RANK	CAT.	PERMANENT ADDRESS	SSC REMARKS
AVINASH PANDEY	2201408021	SL\007	UR	PANDEY BHAWAN NEAR BANJARI BRAHMSTHAN, GOPALGANJ, BIHAR-841428	CLEAR
DEEPAK CHITARA	2406007613	SL\228	SC	1-KH-1 NEAR SUBHASH PARK, PRATAP NAGAR, JODHPUR, RAJASTHAN-342004	CLEAR
NEERAJ PAL SINGH	3001132582	SL\244	SC	VILL-RAM NAGAR, PO- VIJAY GARH, DIST- HATHRAS(UP)-202170	CLEAR

To,

The Dy. Controller General of Accounts (Group-B),
Office of Controller General of Accounts
Ministry of Finance, D/o Expenditure,
MahalekhaNiyantarakBhawan,
E- Block, GPO Complex, INA, New Delhi.

Subject: Appointment to the post of Data Entry Operator (Group-C, Non-Gazetted) of Central Civil Accounts Service under office of Controller General of Accounts- Submission of documents by candidates of Combined Higher Secondary Level Examination 2016.

Sir,

I am to refer to CGA's office letter No. **12018/3/2016/MF.CGA(A)/DEO&LDC/SSC/2016/108 dated 18.05.2018** on the subject mentioned above and hereby convey my willingness to join as Data Entry Operator of Central Civil Accounts Service and acceptance of condition mention in the letter. I am 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.-----

CHSLE, 2016 Rank (AIR)-----

ATTESTATION FORM

<p>-----</p> <p>Affix signed passport Size (5cmX7cms. Approx.) Recent photograph</p> <p>-----</p>	<p style="text-align: center;">"WARNING"</p> <ol style="list-style-type: none"> 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. 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. 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". 	
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.</u> 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.		
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				
From	To	Designation, emoluments & nature of employment	Full name & address of employer	Reason for leaving previous service

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 of 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- Data Entry operators, Group 'C',
NonGazetted of Central Civil Accounts Service under 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,
3.	Bihar	Patna
4.	Chhatisgarh	Raipur
5.	Goa	Panaji
6.	Gujrat	Ahemdabad, Surat, Rajkot, Bhavnagar, Vapi, Kandla, Jamnagar,
7.	Haryana	Rohtak,
8.	Jharkhand	Ranchi, Jamshedpur,
9.	Karnataka	Bengaluru, Manglore, Mysore, Belgaum
10.	Kerala	Cochin, Trivandrum, Calicut,
11.	Madhya Pradesh	Bhopal, Indore,
12.	Maharashtra	Mumbai, Nagpur, Pune, Thane, Nasik, Auragabad, Raigad, Nasik ,NhavaSheva
13.	Meghalaya	Shillong
14.	Orissa	Bhubaneswar
15.	Punjab	Amritsar, Ludhiana,
16.	Chandigarh	Chandigarh
17.	Puducherry	Puducherry
18.	Rajasthan	Jaipur
19.	Tamil Nadu	Chennai, Coimbatore, Madurai, Salem, Tirunelveli, Trichy, Tuticorin,
20.	Telangana	Hyderabad
21.	Uttar Pradesh	Lucknow, Meerut, Allahabad, Kanpur, Ghaziabad, Noida,
22.	West Bengal	Kolkata, Siliguri, Bolpur,
23.	New Delhi	New Delhi

Proforma for giving Preferences for allocation of State/Station**(CHSL Examination 2016 passed candidates allocated as DEOs to CGA)**

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

Preference for posting

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

UNDERTAKING

I understand that mere submission of preference 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 Data Entry Operator 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)/DEO&LDC/SSC/2016/108 dated 18.05.2018 .

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

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)/DEO&LDC/SSC/2016/

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

To

The Chief Medical Officer / Civil Surgeon,

.....

Sub: **Medical Examination of candidate for the post of Data Entry Operator.**

Sir,

I am directed to say that **Sh./Smt./Ms.**, has been nominated for appointment to the post of Data Entry Operator on direct recruitment basis in the Central Civil Accounts Service (CCAS) cadre, on the basis of CHSL 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)

1. Gazetted Officers of Central or State Government.
2. Members of Parliament or State Legislature.
3. Non-Gazetted Sub-Divisional Magistrates/Officers and
4. 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 Data Entry Operator 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 Data Entry Operator falls under Level-3 (Rs.25500-81100) against pre-revised 6th CPC Pay Band-I (5,200-20,200) with Grade Pay Rs.2400/-. 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

Data Entry Operator with three years' service are eligible for appearing in Assistant Accounts Officer (Civil) Examination conducted by the Controller General of Accounts. The passed officials of said examination become eligible for promotion as Assistant Accounts Officers, Group 'B' Gazetted Officer (Pay Matrix 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), Asstt. Controller of Accounts (Level-10- Group-A), Dy. Controller of Accounts (Level-11) and Controller of Accounts (Level-12) on the basis of seniority-cum-fitness as per procedure prescribed in relevant recruitment rules of the posts.