

No. X-11002/3/2026-EXAM-CGA/(E-20262)/ 4155


Govt. of India
Ministry of Finance
Department of Expenditure
O/o Controller General of Accounts
(Examination Section)

*Mahalekha Nyantrak Bhawan
GPO Complex, E-Block, INA, New Delhi.*

Dated: 08th July, 2026

OFFICE MEMORANDUM

The Revised Terms and Conditions of the Departmental Confirmatory Examination for confirmation of Accountants to the post of Accountants are annexed herewith for information for all concerned.


(Stuti Ghildiyal)

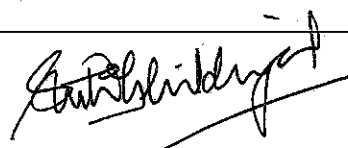
Dy. Controller General of Accounts

To:

1. All Pr. CCAs/CCAs/Cas (IC).
2. The Senior Accounts Officer, ITD, O/o CGA – for uploading on CGA's website.

**REVISED TERMS AND CONDITIONS FOR DEPARTMENTAL
CONFIRMATORY EXAMINATION FOR CONFIRMATION IN POST OF
ACCOUNTANT CONDUCTED BY CONTROLLER GENERAL OF ACCOUNTS.**

1.	<p>The Departmental Confirmatory Examination (hereafter referred to as Examination) shall be held for all eligible persons recruited to the grade of Accountant as per extant RRs of the post of Accountant.</p> <p>(a) A direct recruit will be required to pass this examination in order to render him/her eligible for confirmation in the grade of Accountant and entitled to draw any increment in the grade unless he/she has already passed a similar examination conducted in the Audit and Accounts Department.</p> <p>(b) A promotee Accountant will be required to pass this examination to draw any increment in the Grade of Accountant.</p>
2.	<p>The Examination will normally be held in the months of June-July and December-January every year.</p>
3.	<p>A direct recruit who has rendered at least 6 months of continuous service as on the 1st Day of the Month in which the Examination is held will be eligible to appear in the examination. However, deficiency in this length of service up to a maximum of 1 month may be condoned by the appointing authority at its discretion.</p>
4.	<p>A Lower Division Clerk promoted as Accountant must take the examination provided it commences at least 90 days after his/her promotion. If the examination is held within 90 days of his/her promotion he/she shall have an option not to take it and instead, take the subsequent examination held immediately thereafter.</p>
5.	<p>(a) A direct recruit to the grade of Accountant will normally be allowed 6 chances in all, in consecutive examinations, to pass the examination. If Direct Recruit fails, for whatever reasons to appear at any of these consecutive examinations, he/she will be considered to have lost that chance and that chance will count against the number of six chances admissible. The Controller General of Accounts may however grant additional chances to a Direct Recruit provided that the total period of probation of the concerned official(s) up to the date of declaration of results of the Examination which he/she successfully negotiates, does not exceed that maximum period of probation prescribed in extant RRs.</p> <p>(b) In case of Lower Division Clerks promoted as Accountant, there shall be no restriction on the number of chances to appear in the Departmental Confirmatory Examination, till their date of retirement.</p>



6. The Examination shall consist of the following papers namely:-

Paper I : Précis and Draft and Grammar.

Duration : 3 Hours.

Marks Total: 100 (Précis and Draft: 60, Grammar: 40).

*Examiner may deduct up to 5 marks for bad handwriting.

The questions will be framed to test the candidates ability to write grammatically correct English/Hindi used in daily official work. The candidates will be required to correct errors, fill in the blanks in given sentences and to frame sentences to illustrate the use of given words, phrases, etc.

Paper II : Accounting Procedure.

Duration : 3 Hours.

Marks : 100.

Syllabus:

Civil Accounts Manual issued by the Controller General of Accounts, Department of Expenditure, Ministry of Finance.

Notes:

1. For the sake of uniformity, the papers for the examination will be set by the Controller General of Accounts organization.
2. Paper I will be set both in Hindi and English and candidates will have option to answer in either language.
3. For answering question on Paper II, Books will be allowed for reference by the candidates.
4. The Questions will be set to test the candidates general knowledge of the Principles and Procedures for Departmental Accounting.
5. The candidates will be declared to have passed if they obtain 40% marks in each of the two papers. The candidates who fail in the examination but obtain in any 1 of the papers at least 50% marks will be exempted from appearing again in that Paper at the next examination.

