

F. X-11004/1/2023-EXAM-CGA/(12002)/4186
Government of India
Ministry of Finance
Department of Expenditure
Office of Controller General of Accounts
(Examination Section)

Dated: 17th July, 2026

To,

The Pr. CCA/CCA/CA
Min./Dept. _____,
New Delhi.

Subject: Notification: Limited Departmental Qualifying Examination for promotion of Group 'C' Multi-Tasking Staff (12th pass or equivalent) as Lower Division Clerk-reg.

Sir/Madam,

The Limited Departmental Qualifying Examination for promotion of Group 'C' Multi-Tasking Staff (12th pass or equivalent) as Lower Division Clerk is likely to be held in the month of October, 2026 at UPSC, New Delhi and RTCs at Mumbai, Chennai & Kolkata, subject to adequate number of candidates at these center.

2. **Eligibility to appear in the Exam is as follows: -**

- (i) Group 'C' Multi-Tasking Staff in the Grade Pay of Rs. 1800 (as per 6th CPC) and who possess 12th class pass or equivalent qualification and have rendered three years of regular service in the grade **as on 01.01.2027** in CCAS cadre.
- (ii) **AGE LIMIT**: Not more than 45 years of age as on 01.01.2027 (50 years for SC/ST candidates).

3. A consolidated list of candidates may be forwarded by the Pr. Accounts Office, duly signed by Head of Department i.e. Pr. CCA/CCA/CA (with independent charge). The list of candidates forwarded by any other officer will not be accepted. Date of birth and date of appointment as MTS may be indicated in DD/MM/YYYY format in the list of candidates.

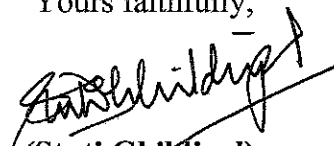
4. Accordingly, the list of candidates fulfilling the eligibility conditions mentioned above at para 2 may please be forwarded to this office in the enclosed proforma in **Excel and PDF** format **latest by 31.07.2026 (Friday)**. The information is to be sent to CGA Office in **Hard copy and Soft copy** is to be mailed at **pariksha-cga@gov.in**.

5. Pr. CCA/CCA/CA (with independent charge) are requested to adhere to the deadline, **i.e. 31.07.2026 (Friday)** for the submission of the list of candidates to this office. Nominations receiving after due date will not be accepted.

6. **Hall tickets for this examination shall be issued by O/o CGA.** Pr. CCA/CCA/CA (with independent charge) are requested to forward three copies of hall tickets (Draft specimen enclosed) for each candidate where signature and photographs of the candidates are attested by HOO. **Columns of Index Number and Centre may be left blank which will be allotted by O/o CGA.**

7. The detailed Scheme and Syllabus of the said examination is enclosed for reference.

Yours faithfully,



(Stuti Ghildiyal)

Dy. Controller General of Accounts

Encl:

- (i) Format for Information.
- (ii) Hall Ticket Proforma.
- (iii) Scheme and Syllabus of Examination

**PROFORMA FOR LIST OF CANDIDATES FOR THE LIMITED DEPARTMENTAL
QUALIFYING EXAMINATION FOR PROMOTION OF GROUP 'C' MTS AS LDC
TO BE HELD IN OCTOBER, 2026**

MINISTRY/DEPARTMENT OF:[illegible]

Certified that particulars of the above-mentioned candidates are correct and I have satisfied myself to the eligibility of each candidate to appear in the Examination. It is also certified that qualification of any candidate is not less than 12th pass or equivalent.

Pr. CCA/CCA/CA

HALL TICKET

Photo of the
candidate duly
attested by Head
of Office

1. This is to certify that Mr./Ms. _____ designation _____ has been authorised by the Controller General of Accounts to appear in the _____ (name of examination) *being held at _____ Centre. *He/She has been allotted Index No. _____.
2. Mr./Ms. _____ is working as _____ under the Pr.CCA /CCA /CA, Ministry/Department of _____.
3. The specimen signature of Mr./Ms. _____ is given below, duly attested.
4. Mr./Ms. _____ is in possession of Identity Card No. _____ issued by _____ which he/she will produce on demand at the time of taking the examination.

OR

**Mr./Ms. _____ has not been issued any Identity Card by the office.

** To be filled in by O/o CGA.*

***strike out whichever is not applicable.*

(Name & Full designation with official seal
of the Head of Office and Telephone No.)

Signature of Mr./Ms. _____

Attested by

Name & Designation with official seal of the HOO with Telephone No.)

Note: -

1. This Hall Ticket must be signed by the Head of Office in which the candidate is working.
2. The specimen signature of the candidate should be affixed in the presence of the Head of Office who should counter-sign the same on the spot.
3. The Hall Ticket complete in all respects (except Centre and Index Number) should be prepared in Triplicate, and sent to Examination Section, O/o CGA. Hall Ticket should bear the photograph of the candidate duly attested by the Head of Office. The Hall Ticket after incorporating Index Number and Centre will be sent to Pr. Accounts Office, and then it will be handed over to the candidate by them.
4. Candidates are strictly prohibited from carrying mobile phone/pagers/other electronic communication devices etc. in the Examination Hall. Possession of such gadgets inside the Examination Hall will render the candidate liable for disciplinary proceedings.
5. Making any identification mark or writing the roll number at places other than specified place in the answer script during examination is not permitted.
6. Do not use different pens/ink while answering questions during examination. Failure to comply with this instruction may render the answer script invalid.
7. Question Papers will be available in both Hindi and English, and candidates may choose to answer in either language. However, candidates must start and finish their paper in a single language. Those who do not follow this instruction and answer bilingually – using portions in both Hindi and English – will be disqualified from that particular paper.

SCHEME AND SYLLABUS FOR LIMITED DEPARTMENTAL QUALIFYING EXAMINATION FOR PROMOTION OF GROUP "C" MULTI-TASKING STAFF (12th PASS) AS LOWER DIVISION CLERK

1. NAME OF THE EXAM:

Limited Departmental Qualifying Examination for promotion of Group C Multi-Tasking Staff (12th pass) as Lower Division Clerks.

2. ELIGIBILITY CONDITIONS:

(i) EDUCATIONAL QUALIFICATION AND LENGTH OF SERVICE:

Group C Multi-Tasking Staff in the Grade Pay of Rs.1800 (as per 6th GPC) and who possess 12th Class pass or equivalent qualification and have rendered three years of regular service in the grade **as on 01.01.2027** in CCAS.

(ii) AGE LIMIT: Not more than 45 years of age as on 01.01.2027 (50 years for SC/ST candidates).

3. SCHEME OF THE EXAMINATION:

Paper No.	Subject	Maximum Marks	Duration of Examination
I	Language (General English or Saamanya Hindi) Short Essay (Hindi or English) (Language and Short Essay should be attempted in the same language medium)	200	3 hours
II	General Knowledge including Geography of India	100	2 hours

4. SYLLABUS OF EXAMINATION:

PAPER-1	Language & Short Essay	Short Essay: One essay of 500 words to be written on any of the given subjects. Language: In the language portion, the candidate will be tested in simple composition and Applied Grammar. This part contains Drafting, Precis writing, Applied Grammar and Elementary tabulation (to test candidate's ability in the art of compiling, arranging and presenting data in a tabular form).
PAPER-II	General including Geography of India	Knowledge of current events and of such matters of every day observation and experience general information about India and geography of India.

Candidates are allowed the option to answer the papers either in English or in Hindi (in Devanagiri Script). Separate language can be opted for Paper-I and Paper II. The question papers will be in bilingual form.

5. SELECTION OF CANDIDATES: Candidates will have to score minimum 40% marks in each of the paper to be declared successful in the Examination.

If, more of such employees than the number of vacancies available qualify at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.

ADDITIONAL INSTRUCTIONS TO CANDIDATES

1. Candidates should NOT write their names/roll number/identity at any place in the answer sheet, except filling up their roll numbers on the Fly leaf which is affixed on top of the Front sheet. (The front sheet space for signature of Examiner/ Invigilator is NOT to be filled by Candidates).
2. Candidates need to ensure while answering Questions on such matters as letter writing, preparing O.M. etc, that the name of addressee and addressor are mentioned as given in the Question itself. In case the name is not mentioned in question, only XYZ in place of name is to be used. In no case the candidates should write his/her real name.
3. Question Papers will be available in both Hindi and English, and candidates may choose to answer in either language. However, candidates must start and finish their paper in a single language. Those who do not follow this instruction and answer bilingually – using portions in both Hindi and English will be disqualified from that particular paper.