

भारत सरकार / Government of India

वित्त मंत्रालय / Ministry of Finance

व्यय विभाग / Department of Expenditure

भारत के महालेखा नियंत्रक / Controller General of Accounts of India

(HR-4 अनुभाग/ Section)

महालेखा नियंत्रक भवन /Mahalekha Niyanttrak Bhawan

जी.पी.ओ. कॉम्प्लेक्स, ब्लॉक-ई, आई.एन.ए. / GPO Complex, Block-E, INA

नई दिल्ली / New Delhi - 110023

ई-मेल / Email ID:- hr4section-cga@nic.in

दिनांक जनवरी, 2026  
Dated, the 27<sup>th</sup> January, 2026Office Memorandum No. 05- /26

**Subject:- Distribution of dossiers of SSC MTSE-2024 passed candidates for the post of MTS (CCAS)- reg.**

The undersigned is directed to state that the dossiers of Multi-tasking (Non-Technical) Staff Examination-2024 passed candidates sponsored by SSC, received through the Department of Expenditure in electronic format, for the post of MTS have been allocated for distribution to the Departmentalized Accounting Organizations in Ministries/Departments (Civil) under the CGA organization as per Annexure-I enclosed herewith.

2. The concerned Appointing Authorities in Ministries/Departments are requested to issue offer of appointment to the candidates after ensuring a comprehensive check of the following particulars/documents of the candidates:-

2.1 Name of candidate / father's name / mother's name filled in the application form should be as per matriculation certificate. In case of minor variations, if the genuineness of the candidate is verified, appropriate affidavit may be taken from the candidate. In case of claim of change in name after matriculation, additional documents mentioned at the para 16 of the Notice of Examination (copy of relevant para enclosed) may be taken.

2.2 Date of birth filled in the application form must be as per matriculation certificate. In case of any mismatch, candidature will be rejected.

2.3 Essential qualification as on the crucial date. The result of requisite educational qualification must have been declared by the Institute/University by the specified date. Mere processing of the result by the University/ Institute by the cut-off date does not fulfill the EQ requirement. Candidature of candidates not fulfilling the EQ requirement as on the crucial date will be rejected.

2.4 In case of the candidates possessing degrees/ diplomas/ certificates awarded through Open and Distance Learning mode of education, the appointing authority may verify approval given to the University by the Distance Education Bureau, University Grants Commission for the relevant period. In case of the candidates possessing

equivalent educational qualification, such candidates shall also produce relevant Equivalence Certificate from the authorities concerned at the time of Document Verification. However, final decision regarding selection of such candidates will be taken by the User Department.

2.5 Age relaxation claimed by candidate(s), if any.

2.6 SC/ST/OBC/EWS/ESM/PwD certificate issued by the Competent Authority, if applicable.

2.7 In respect of OBC candidate(s), the extant guidelines regarding creamy layer status may be followed strictly. Certificates showing only the community as per State list must not be accepted. In case of Female OBC candidates, OBC certificate should be issued as Daughter of i.e. carrying her father's name.

2.8 In case of any issue with regard to SC/ ST/ OBC certificate, instructions contained in DoPT OM 36011/1/2012-Estt.(Res.) dated 08.10.2015 may be followed.

2.9 In case of EWS candidate, it must be ensured that he/she possesses the Income & Asset certificate valid for the financial year 2024-2025 issued on the basis of Income for the financial year 2023-24 in accordance with the DoP&T OM No. 36039/1/2019-Estt (Res) dated 31.01.2019.

2.10 In case of ESM, the status of 'ex-serviceman' must be acquired within the stipulated period of one year from the closing date of receipt of applications. Cases of Ex-servicemen already securing employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen must be dealt as per instructions contained in the OM No: 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DoP&T. Undertaking/certificate as per relevant annexure to the Notice of Examination is to be taken from the candidate.

2.11 In case of candidates with benchmark disabilities (PwBD), relevant Disability Certificate must be checked. It must also be ensured that the PwBD sub-category i.e. OH/HH/VH/PwBD-Other filled in the application form is as per their certificate of disability issued by the competent authority, failing which their candidature shall be cancelled. No change of PwBD sub-category is allowed as per provisions of the Notice of Examination. It may be noted that type of disability/disabilities (such as OA, OL, BL, Dw, MI, SLD etc.), as indicated in the Notification No. 38-16/2020- DD-III dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities, should be clearly mentioned by the competent authority issuing the certificate. It should be checked whether the post is identified suitable for the disability of the candidate as per the Notice of Examination and subsequent corrigenda/ addenda.

2.12 In case of PwBD candidate, it must also be checked whether the facility of Compensatory time has been availed as per the list enclosed. If availed, it must be checked whether the facility of Compensatory time has been availed in accordance with the provisions mentioned in the Notice of Examination and requisite supporting documents must also be checked.

**2.13 Candidate's result, rank category etc. may be verified with the result available on the Commission's website and the list enclosed.**

2.14 Photo, Signature, LTI and Handwriting taken on Admission Certificate (Commission's copy) and documents obtained at different stages of examination should be prima-facie verified by the appointing authority with particulars of candidate(s) concerned.

2.15 Photograph of the candidate captured at the time of Computer Based Examination (all Tiers/Stages), Skill Test (if applicable) have been provided in the candidate's dossier. These photographs should be matched with each other as well as with the candidate who appears for document verification and with the candidate who is offered the appointment by the appointing authority.

2.16 In case of any suspicion with regard to genuineness of candidate, the same may be referred to the appropriate authorities like Central Forensic Science Laboratory (CFSL) or any other authority, as the case may be.

**3. In light of instructions issued by SSC vide letter F.No. 4-8/2021-P&P-I dated 14.07.2022 duly circulated by the CGA vide O.M. No. NGE-12001/6/2022-NGE-CGA/210 dated 21.07.2022 (copy enclosed), the respective Appointing Authorities in User Departments are requested to ensure, before issue of Offer of Appointment to the SSC MTSE-2024 passed candidates allocated vide this O.M., that the Document Verification of SSC MTSE-2024 passed candidates is completed successfully at their end by 6th February, 2026, adhering to the guidelines issued by the SSC duly incorporated at Para 2 above (of O.M.), in accordance with the provisions of notice of examination and subsequent Corrigenda/addenda to the notice. The date-wise list of relevant notices/corrigenda/addenda may be referred at Commission's website: <https://ssc.gov.in>. The list of documents to be submitted by the candidates during Document Verification is provided at Para 16 of the SSC Notice of Examination (available on the Commission's website: <https://ssc.gov.in>).**

3.1 Further, as per SSC instructions, if Appointing Authority after verification of certificates/ documents of EQs/caste/category/PwBD, etc., of the recommended candidates finds that if any claim made in the application is not substantiated by certificates/ documents at the time of document verification or at any stage, the candidature of such candidates is liable to be cancelled.

3.2 However, the candidates may be given appropriate time (2-3 weeks) to produce/rectify the certificates/ documents before taking a final decision on the candidature of the candidate concerned.

**4. In addition to above, the prescribed pre-appointment formalities such as Character and Antecedent Verification/Police Verification and Medical Examination, etc. of the candidates may also be completed by the User Department as per prevalent rules and regulations of DoPT/GoI. The guidelines/instructions issued by the DoPT/GoI from time to time on the subject matter may be followed scrupulously.**

4.1 DoPT O.M. No.9/23/71-Estt.(D) dated 06.06.1978 duly amended vide O.M. No.35015/2/93-Estt.(D) dated 09.08.1995 followed by the subsequent O.M. No. 1259494-Estt.(D) dated 09.08.2017, which provides that an offer of appointment would lapse automatically after expiry of six months from the date of issue of the original offer of appointment.

4.2 The Appointing Authority in User Department shall, therefore, ensure that all formalities regarding completion of document verification, issue of offer of

appointment, appointment letter, reminders, and correspondence for extension of time wherever granted in exceptional cases on genuine grounds as well as cancellation of offer of appointment letter, may be completed strictly within a period of six months from the date of issue of offer of appointment letter. On expiry of six months period from the date of issue of offer of appointment letter, the concerned Appointing Authority shall have no power to revive or accept joining of any candidate. All such cases shall be dealt with strictly in accordance with aforesaid DoPT OM ibid dated 09.08.1995 & 09.08.2017.

4.3 If any candidate declines the offer of appointment or fails to report for duty, or there is no response from him/her even after reminders (through speed post/registered post with acknowledgement), the offer of appointment should formally be cancelled through a cancellation letter addressed to the candidate under intimation to this office. The dossiers (in original) containing all documents of such candidates may thereafter be returned to this office for onward return to SSC after ensuring that a copy of the offer of appointment, subsequent reminder(s) and the letter of cancellation of the offer of appointment have been placed in the dossier. This process shall be followed strictly in the manner of instructions detailed above.

4.4 In terms of DOPT OM No. 18011/2(s)/2016-Estt. (B) (i) dated 29<sup>th</sup> June, 2016 issue of offer of appointment should not be withheld for want of completion of verification of character and antecedents. The appointing authorities are required to issue provisional appointment letters after obtaining attestation form and self-declaration form from the candidates. However, in case of candidate's appointment to sensitive posts, guidelines issued in the DOPT OM dated 29th June 2016 may be followed.

5. The Appointing Authorities in User Departments are requested to issue offer of appointment to the candidates against the available vacancies as per category-wise breakup in the states assigned by SSC failing which in the nearest state subject to availability of vacancies in the selected category of the candidate and administrative exigencies, if any.

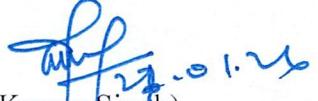
6. The e-dossiers of SSC MTSE-2024 passed candidates duly forwarded by the Department of Expenditure are sent through email to respective Ministry/Department.

7. The Appointing Authorities in Ministries/Departments are requested to furnish a fortnightly report for completion of appointing process of the candidates whose dossiers have been distributed in the following format on priority basis:-

Name of the Ministry/Department									
No. of dossiers allocated									
S.No.	Name and SSC MTSE-2024 Roll No. of the candidate	Date of Document Verification	Date of issue of offer of appointment	Date of Issue of Last Reminder, if any, to offer of appointment in Col. No. (4)	Date of acceptance of the candidate	Date of issue of letter for medical examination and police verification	Date of joining of the candidate	Remarks, if any	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	

8. In case of any doubts, concerned Regional Director/Deputy Director/Under Secretary (SSC), or SSC (HQ) New Delhi or this office may be contacted immediately.

Encl.: As above.

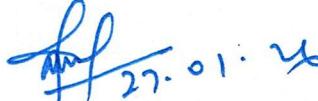
  
(Nirbhay Kumar Singh)  
Sr. Accounts Officer

To,

1. The Pr.CCA, Central Board of Indirect Taxes & Customs.
2. The Pr.CCA, Ministry of Home Affairs.

Copy to:-

1. The Under Secretary (C-2), Staff Selection Commission, DoP&T, Block No.12, CGO Complex, Lodhi Road, New Delhi - 110003 for information.
2. The Regional Director, Staff Selection Commission, Western Region, Pratishtha Bhawan (Old CGO Building), Maharishi Karve Road, Mumbai, Maharashtra - 400020 for information.
3. The Regional Director, Staff Selection Commission, Eastern Region, 1st MSO Building (8th Floor), Nizam Palace, 234/4, A.J.C. Bose Road, Kolkata - 700020 for information.
4. The Sr.AO, ITD Section with request to upload the aforesaid O.M. on the website of CGA.

  
Sr. Accounts Officer

**List of distribution of Dossiers of SSC MTSE-2024 passed candidates  
for the post of MTS (CCAS)**

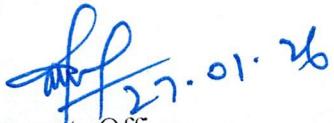
S.No.	Roll No	Name	Cat.	Ministry / Department	State
1.	7204027468	Shri Rushikesh Ananta Dhamke	OBC	CBIC	Maharashtra
2.	4410010807	Ms Manika Mahata	OBC	Home Affairs	West Bengal

Note: The candidates may contact to the respective Principal Accounts Office of the Ministry/Department to which their dossiers have been allocated, for further information. The address as well as contact details of Principal Accounts Offices of the Ministries/Departments under Office of the Controller General of Accounts, are available in Civil Accounts Organization Directory on website of O/o the CGA. The links are given below:-

[http://cga.nic.in/writereaddata/Directory%20of%20CAO\\_A4.pdf](http://cga.nic.in/writereaddata/Directory%20of%20CAO_A4.pdf)

OR

<http://cga.nic.in/Directories.aspx>



27.01.26

Sr. Accounts Officer

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