

File No.: NGE-12003/1/2025-NGE-CGA/203

भारत सरकार / Government of India

वित्त मंत्रालय / Ministry of Finance

व्यय विभाग / Department of Expenditure

महालेखा नियंत्रक / Controller General of Accounts

(HR-4 अनुभाग/ Section)

महालेखा नियंत्रक भवन / Mahalekha Niyantarak Bhawan

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नई दिल्ली / New Delhi - 110023

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

दिनांक 25<sup>th</sup> जून, 2025Dated, the 25<sup>th</sup> June, 2025Office Memorandum No. 226/25**Sub:- Collection of vacancies in the grade of Multi-Tasking (Non-Technical) Staff and Havaladar Examination, 2025 - regarding.**

I am directed to state that vacancies for the post Multi-Tasking (Non-Technical) Staff (CCAS) in the Departmentalized Accounts Offices (DAOs) under the CGA Organization, are required to be reported to the Staff Selection Commission for Multi-Tasking (Non-Technical) Staff and Havaladar Examination, 2025.


2. In this regard, DAOs are requested to intimate the number of vacancies of MTS under the DR quota upto 31.12.2025. Vacancies are to be reported as per the revised sanctioned strength of the post of MTS after cadre review which has already been circulated by this office O.M. No. A-32014/1/2014/MF.CGA/Gr.B/20 dated 12.04.2022. It is also informed that all the dossiers received from the SSC for previous recruitment years have been distributed to the User Departments i.e. Ministries/Departments under CGA organization and no dossier is pending to be received from the SSC or to be distributed to Ministries/ Departments. Therefore, all the vacancies upto 31.12.2025 for the post of MTS (CCAS) may be reported for SSC MTSE-2025 including vacancies arising due to cancellation of candidature in respect of dossiers distributed for previous years or if any dossiers not received for previous years.

3. The information is to be provided strictly in the format given at Annexure-I for onward submission to SSC. The reported vacancies will be treated as final for the Year 2025.

4. The above information may please be forwarded to this office on urgent basis, by 10.07.2025 positively by hand/e-mail (email ID - hr4section-cga@gov.in). In case of non-submission of vacancy position by the stipulated date, the requisite information will be treated as 'NIL' and final for onward submission to SSC for MTSE -2025.

This issues with approval of the Competent Authority.

Encls: as above

  
(Nirbhay Kumar Singh)  
Sr. Accounts Officer (HR-4)

To,

1. The Pr. CCAs/ CCAs/ CAs (I/c)
2. The Jt. CGA (Admn.), O/o the CGA
3. The CC (Pensions) / Director (INGAF) /CFC (Civil Aviation & Tourism)

Copy to:-

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

**Proforma for Collection of vacancies in the grade of Multi-Tasking (Non-Technical) Staff (CCAS) to be filled through SSC Multi-Tasking (Non-Technical) Staff and Havaldar Examination, 2025 (Sanctioned strength as per Cadre Review vide CGA's O.M. No. A-32014/1/2014/MF.CGA/Gr.B/20 dated 12.04.2022)**

Ministry / Department \_\_\_\_\_

S. No.	Vacancy year	Name of Station (station-wise break up)	Category-wise break up					Total	Persons with Disabilities (PwD)				Ex-service-men	Remarks, if any
			UR	OBC	SC	ST	EWS		OH	HH	VH	Other (PwD Act 2016)		
1	2	3	4	5	6	7	8	9 (4+5+6+7+8)	10	11	12	13	14	15
1.	2025 (upto 31.12.2025)													
2.														

**Certificate**

It is certified that the reservation policies notified by the Govt. of India and as amended from time to time, are being followed up properly in this accounting office while reporting above said Group 'C' vacancies for filling up on direct recruitment basis.

**Note:-**The vacancies of PwD (OH, HH, VH & Others-PwD Act, 2016) and Ex-Servicemen shown in Col. 10 to 14 above shall be from amongst category-wise vacancies shown in Col. 4,5,6,7 & 8 and not to be counted separately for the purpose of total number of vacancies shown in Col. 9 above.

ACA/Dy.CA/CA/CCA