

File No.: NGE-12002/1/2025-NGE-CGA /134

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  
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@gov.in

दिनांक मई, 2025

Dated, the 20<sup>th</sup> May, 2025Office Memorandum No. 216 /25

**Subject:- Collection of vacancies in the grade of Lower Division Clerk (LDC) and Data Entry Operator (DEO) for SSC Combined Higher Secondary (10+2) Level Examination (CHSLE), 2025 – regarding.**

I am directed to state that vacancies of the Lower Division Clerk (LDC) and the Data Entry Operator (DEO) in the Departmentalized Accounts Offices (DAOs) under the CGA Organization, are required to be reported to the Staff Selection Commission for the Combined Higher Secondary (10+2) Level Examination-2025.


2. In this regard, DAOs are requested to intimate the number of vacancies of LDC and DEO under the DR quota for the period from 01.01.2025 to 31.12.2025, **as per revised sanctioned strength of the post of LDC & DEO 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.

3. The information is to be provided strictly in the format given at Annexure-I & Annexure-II 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 02.06.2025 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 CHSLE-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:-

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

**Proforma for Collection of vacancies in the grade of Lower Division Clerk (LDC)  
for SSC CHSL 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-servicemen	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

**Proforma for Collection of vacancies in the grade of Data Entry Operator (DEO)  
for SSC CHSL 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
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ACA/Dy.CA/CA/CCA