

**Instructions to the candidates appearing in the Departmental
Confirmatory Examination held by the Controller General of Accounts**

- 1) The schedule of examination and the exact address of the Examination Venue at which a candidate is to appear, will be communicated by his Principal Chief Controller/Chief Controller/Controller of Accounts.
- 2) The schedule of the Examination is final and will not be postponed under any circumstances what so ever.
- 3) Head of Office of the office in which the candidate is working has been asked to issue a Letter of Authority to the Candidate. The Letter of Authority will contain, *inter alia*, the specimen signatures of the candidate duly attested by the Head of his office. This is an important document. The candidate must preserve this document carefully for production at the time of seating for the Examination. Failure to produce this letter at the time of each paper of the Examination may result in the candidate being debarred by the Presiding Officer from appearing in that paper.
- 4) In addition to the Letter of Authority the candidate may also be required to produce his Identity Card (such cards are normally issued by the office where the candidate is working) by the Presiding Officer. The candidate should, therefore, keep his Identity Card also available for production if and when required by the Presiding Officer.
- 5) Candidates will be allowed to enter the Examination Hall half an hour before the scheduled time of start of paper.
- 6) No candidate will be allowed to enter the Examination Hall half an hour after the examination begins.
- 7) No candidate will be allowed to leave Examination Hall till one and half hour after the start of the paper.
- 8) The Presiding Officer or Officers authorized by him have been required to inspect the Civil Accounts Manual permitted to the candidates for being used at the examination to ensure that they do not contain any forbidden matter. Notes of the nature of the solutions to the questions will not be permitted.
- 9) The candidates would use their own book in the Examination and will not be permitted to borrow it from other candidates.
- 10) The candidate would write the number of the question in the margin and the answers and solutions should be written in full against these. He/she should write on both sides of each sheet of the answer book. **Blank pages/spaces in the Answer Books should be struck off by drawing lines across the blank page/space.**
- 11) **Candidates are not allowed to use different pens/ink while answering questions in any one Paper. Failure to comply with this instruction may render the answer scripts invalid. Candidates are advised to bring extra pens of the same kind to avoid use of pens/ink of different kinds.**
- 12) Rough work should be done on a separate page of the Answer Book. Any page on which rough work or detailed calculations are done should be marked as 'rough'. No other paper should be used for rough work.
- 13) Candidates are prohibited from writing in the answer books any type of appeal or request. Serious view will be taken if any candidate records any such appeals or requests.

14) No candidate will be permitted to take away any answer book from the Examination Hall. No page of the answer books should be removed by the candidates on any account. The candidate will also not be allowed to take any copy of the question paper out of the Examination Hall until all the answer books have been collected.

15) After completion the candidate should securely tie all the answer books/additional answer books/additional answer books, which he has used for answering the paper.

16) Candidates found taking recourse to any unfair means in the Examination Hall shall render themselves liable to expulsion at the discretion of the Presiding Officer, may be debarred from taking rest of the examination or even debarred permanently from appearing in the Examination. Additionally disciplinary proceedings may also be initiated against them.

17) The Controller General of Accounts shall have the authority to cancel the candidature of those who are found guilty of misconduct at any stage of the examination and to debar such candidates from appearing in the exam for a period of five years, besides ordering initiation of disciplinary proceedings as may be required under relevant rules. The word 'misconduct' shall be interpreted broadly as any act of commission or omission which affects the fair conduct of exam and/or results into undue benefit to anyone. CANVASSING IN ANY MANNER WILL ALSO BE VIEWED AS MISCONDUCT.

18) **Candidates will not be allowed use of any kind of electronic gadget i.e. calculator, mobile phone, tablet, pager, blue tooth or any other electronic device in the examination hall. Any violation would lead to disbarment from the exam and further action as deemed necessary/fit.**
