

X-11002/2/2022-EXAM-CGA/1749

**Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts
Mahalekha Niyantarak Bhawan
New Delhi**

Dated 31st March, 2022

To,

1. All Pr. CCA/CCAs and CAs (with independent charge)
Ministry/Department.
Delhi.
2. Director, Cabinet Secretariat, New Delhi.

Sub: Assistant Accounts Officer (Civil) Computer Based Test (CBT) 2022-Notification
reg.

Sir/Madam,

I am directed to refer to the above cited subject and to state that the Assistant Accounts Officer (Civil) Computer Based Test 2022 is likely to be conducted in the last week of June, 2022. List of Centres is enclosed (**Annexure-I**).

2. The exam shall be conducted over Two and a half consecutive days, in two shifts daily (10 am to 12 noon and 2 pm to 4 pm) covering 5 papers. Detailed time table shall follow in due course.

3. The timeline for Registration, approval (all levels) and withdrawal by candidates is as detailed below:

- i) Registration of Candidates : 18th April to 29th April, 2022 (23.59 Hours)
- ii) Approval at all Levels : 18th April to 20th May, 2022 (23.59 Hours)
- iii) Withdrawal by Candidates : 21st May to 27th May, 2022 (23.59 Hours)

4. Registration shall be done online on the portal specifically created for registration purpose and the same can be accessed on the website of the O/o CGA through the link shared under the tab 'Examination' - 'AAO (Civil) CBT'. The Registration portal shall be available for registration from **18th April to 29th April 2022 (23:59 hours)**. The link for the dedicated portal is <https://cga.onlineregistrationform.org/CGA/index.jsp>. Instructions to Candidates at **Annexure II** contain all general instructions related to conduct of examination and also the procedure to be followed for filling online applications. Candidates are advised to go through the same carefully and ensure that the same are followed scrupulously.

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5. The Examination shall be conducted at such places and on such dates as may be decided by the Controller General of Accounts. Candidates shall be allowed to give three preferences for exam centre. If the candidate's place of posting is at one of the cities where CBT is being held, then it is mandatory for the candidate to choose this centre as first option and the nearest two Centres as the remaining preferences.

If there is no exam centre available at the place of posting of the candidate, he/she shall choose the nearest available Centres. However, the decision of O/o CGA shall be final. Candidates stationed at places other than the centre of examination shall be entitled to Travelling Allowance as on tour, but without any allowance for halt, subject to the provisions of S.R. 132, for journeys between their Headquarters and the centre of examination.

6. Candidates would be required to pass all 5 Papers in not more than six successive exams conducted under Regulations 2022, commencing from his/her first appearance in the CBT conducted under Regulations 2022. Any absence or withdrawal from an examination conducted after a candidate's first appearance in the CBT shall be counted towards the six successive exams. In case he/she does not pass all 5 Papers in six successive exams including absences/withdrawals after first appearance, then he/she shall forfeit the exemptions in any paper(s) already secured and he/she shall have to reappear in all the 5 Papers.

7. The Questions and Answer options shall be bilingual i.e. in Hindi & in English. There shall be no negative marking for wrong answers.

8. A candidate who has applied to appear in the Examination shall be allowed to withdraw from the examination provided the request for such withdrawal is made in the Registration Portal. The option for withdrawal from AAO (Civil) CBT 2022 shall be available on the Registration portal from **21st to 27th May 2022 (23:59 hours) only**. Withdrawal from the Exam within the prescribed timeline will not be counted against the six successive exams referred to in Paragraph 6 above. In respect of candidates who have applied once, withdrawal or absence from subsequent successive CBT exams will be counted against the six successive exams.

9. PAOs/Pr AOs/Pr.CCAs/CCAs/CAs (with Independent Charge) and Senior Section Officer/ Senior Asst. Director of Accounts (Admn)/ Dy. Director of Accounts (Admn) of Cabinet Secretariat may scrutinise the eligibility conditions with reference to the provisions laid down in Para 4 of **Regulations for AAO (Civil) CBT 2022 dated 28th March, 2022** and approve the applications for AAO(Civil) CBT **latest by 20th May 2022 (23:59 hours)**.

The three-level process for scrutiny and approval of applications by Pay and Accounts Office, Principal Accounts Office, & Pr.CCA/CCA/CAs (with Independent Charge)/ Senior Section Officer, Senior Asst. Director of Accounts (Admn), Dy. Director of Accounts (Admn) of Cabinet Secretariat is detailed at **Annexure III**.

10. As provided in the Regulations for AAO (Civil) CBT 2022 dt. 28.03.2022 regarding Relaxation in the conditions of eligibility, **the eligibility conditions cannot be relaxed under any circumstances.**

11. The final list of candidates showing the Roll Number, Name, Ministry / Department and Centre of Examination will be uploaded on CGA website. The candidates shall download their Admit cards from the Registration portal after the same is announced by O/o CGA.

12. As per Regulations for AAO (Civil) CBT 2022 Dt. 28.03.2022, the Controller General of Accounts shall have the authority to cancel the candidature of those who are found guilty of misconduct and to debar such candidates from appearing in the Examination 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 referred in Regulations as an act of commission or omission which affects the fair conduct of Examination and/or results in undue benefit to anyone. Canvassing in any manner will also be viewed as misconduct.

13. The Syllabus of the AAO(Civil) CBT shall be as notified vide OM No.X-11001/3/7927(2021)EXAM-CGA/1447- **Syllabus for AAO(Civil) Examination dated 28.10.2021.**

14. This issues with the approval of competent authority.

Yours Sincerely,

Encl: as above

Amit

(Amit Malhan)

Assistant Controller General of Accounts (Exam)

Copy to:

Sr.AO (ITD) with the request to upload the notification on the website of the O/o CGA.

List of Exam Centres for AAO (Civil) CBT

Sl. No.	Exam Centre
1.	Ahmedabad
2.	Bengaluru
3.	Chandigarh
4.	Chennai
5.	Delhi
6.	Hyderabad
7.	Jaipur
8.	Kavarati (Lakshadweep)
9.	Kolkata
10.	Lucknow
11.	Mumbai
12.	Nagpur
13.	Patna
14.	Port Blair (Andaman & Nicobar Islands)
15.	Shillong

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**INSTRUCTIONS FOR CANDIDATES OF AAO(CIVIL) COMPUTER BASED TEST
(CBT)**

A. General Instructions

1. Candidates are advised to go through the Revised Syllabus, Regulations and Notification carefully.
2. Reporting time and Examination time for the candidates at the examination centre on the day of examination shall be mentioned in the Admit Card. **No candidate shall be allowed to enter the examination Centre after the reporting time mentioned in the Admit Card.**
3. Candidates can download the admit card from the Registration portal and bring photo identity card (as mentioned in registration form) in original for the examination.
4. No candidate shall be allowed to enter the Examination Centre without Admit Card and Identity proof (in original). List of documents acceptable as Identity proof is available on the Registration portal.
5. Candidate should affix his/her signature on the Photo attendance sheet on the date of examination at the Centre in presence of Examination officials. Candidates' thumb impression and photograph shall also be captured for the purpose of biometric verification.
6. A COVID self-declaration form shall be available on the portal, which the candidates have to fill and hand over to the Examination officials at the Centre on each day of examination.
7. Candidates are instructed not to carry pen/pencil/pencil box etc to the Examination Centre. Pen shall be provided at the Examination centre.
8. The Questions and Answer options shall be bilingual i.e. in Hindi & in English.
9. There shall be no negative marking for wrong answers.
10. Guidelines for persons with disabilities shall be followed as per the instructions issued by the Govt. of India from time to time.
11. As per Regulations for AAO (Civil) CBT 2022 Dt. 28.03.2022, the Controller General of Accounts shall have the authority to cancel the candidature of those who are found guilty of misconduct and to debar such candidates from appearing in the Examination 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 referred in Regulations as an act of commission or omission which affects the fair

conduct of Examination and/or results in undue benefit to anyone. Canvassing in any manner will also be viewed as misconduct.

Prohibited Items for AAO(Civil) Computer Based Test.

12. The candidates shall be subject to extensive and compulsory frisking before entering the examination centre. The candidates are not allowed to carry the following items inside the examination centre:

- a) Any stationery item like textual material (printed or written) bits of papers, geometry/pencil Box, plastic pouch, calculator, pen scale, writing pad, pen drives, erasers, electronic pen/scanners etc.
- b) Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc.
- c) All ornaments like Ring, Earrings, Nose pins, Chain/Necklace, Pendants, Badge, Brooch, and other jewellery items.
- d) Any Watch/Wrist Watch, Bracelet, Camera etc.
- e) Any metallic items and other items like Wallet, Goggles, Handbags, Belt, Cap etc.
- f) Any eatable item opened or packed, water bottle etc. (If any candidate has to take medicine he/ she has to take permission of the centre supervisor for taking the medicine inside).
- g) Any other item which could be used for unfair means, like for hiding communication devices etc.

13. None of the prohibited items should be brought to the Exam Centre and authorities shall not be responsible for safe keeping of the same. In case any candidate is found in possession of any of the aforesaid prohibited items inside the Centre, it shall be considered as use of unfair means and action shall be taken against the candidate in accordance with the relevant provisions of the Regulations 2022.

14. Instructions for Candidates to follow COVID 19 norms:

Candidates are directed to follow the latest SOPs issued by MoHFW on preventive measures while appearing in examination to contain spread of COVID 19.

- Practice physical distancing of at least 6 feet.
- Mandatorily use face covers/masks;
- Use alcohol-based hand sanitizers.
- Self-monitor health and report any illness before entering the exam centre.

B. Procedure for filling Online Application:

1. Prerequisites:

The following may be kept ready before proceeding to fill application:

- a) Mobile phone with the number to be verified through OTP.
- b) Email ID.
- c) Scanned colour passport size recent photograph in JPEG format (size 20 KB to 60 KB).
- d) Scanned signature in JPEG format (size 10 to 30 KB).
- e) In order to meet the specified image file size for photo and signature, candidate can get them resized by using any online file converter website.
- f) Candidate can also refer to the reference guide on the upload page for resizing the image of both photo and signature.

Note:- The candidates are advised to give their own active Mobile Number and e-mail address in the online application, as correspondence may be made by O/o CGA through e-mail/ SMS. Further, e-mail address and Mobile Number shall also be used for retrieval of password/ Reference number, if required.

2. Important Instructions:

- a) Applications must be submitted in online mode only at the Registration portal i.e. <https://cga.onlineregistrationform.org/CGA/>
- b) **Candidates are advised to read the Syllabus, Regulations, Notification and Instructions carefully before filling up the application form.**
- c) Candidates are advised, in their own interest, to submit online applications well in time before the closing date in order to avoid the possibility of disconnection/ inability or failure to login to the Online Registration Portal on account of heavy load on the portal during the closing days.
- d) Candidates should ensure that all the entries/statements made in the application form are true, correct and complete in all form, and furnish declaration to this effect at the end of the application.
- e) **Candidates should maintain confidentiality of their log-in credentials to avoid possible misuse.**

3. **Process of filling online application:** The candidates should read the Regulation, Notification and Instructions carefully before filling up the application form.

The process of filling online application for the examination consists of two parts:

I. **Basic Registration:** This is for generating the Reference number and Password.

a) To register First time, click on "New User" on <https://cga.onlineregistrationform.org/CGA/>

b) Fill up the details in the "Basic Registration" form. Due care should be taken while filling details for Basic Registration as these details shall be auto fetched in Detailed Registration details.

Applicant Full Name (Salutation, First Name, Middle Name, Last Name) as given in Service Book.

Email id

Confirm Email ID

Mobile Number

Click on 'Mobile OTP'. An OTP shall be sent to your Mobile number. Enter the OTP.

Type the verification code (Captcha) as displayed on the screen.

Click the check box for declaration.

Click 'Submit'.

Your data shall be saved and a Reference number shall be displayed on the screen. The Reference number and Password for first time login shall be sent to your mobile number and Email ID.

II. **Detailed Registration:**

a) Login by using the Reference number and Password received on your mobile number and email after Basic Registration. Change the password on first login.

b) Home page, along with the instructions, shall be opened. After reading the instructions continue to open the "Personal Details".

Personal Details page shall open. Furnish the details as follows:

I. Personal Details

II. Detailed Registration.

III. **Photo Upload**

IV. **Signature Upload**

C. Preview of Application

At this stage, the candidates can preview the application to check the contents. Candidates can also take the print out of the Preview page by using browser print option (Ctrl +P) and check the correctness of the application. The Preview page printed shall not be considered as having submitted the application form. In case any correction is required, the candidate can do the same on respective pages of application. Once the Candidate has thoroughly verified all the contents of online application, the candidate shall proceed to furnish the declarations. Thereafter, the candidate shall submit the application by clicking the "Submit Application Form" button. **No changes in application are permissible after this.**

D. Application Print

- a) After successful submission, the candidate may download and take print out of the application, for their own reference, from the Dashboard tab at the top right corner of the web page.
- b) The candidate, by using the user ID and password, may find out the status of his/her application and download Admit Card for the examination by accessing the link <https://cga.onlineregistrationform.org/CGA/>
- c) **Candidates should possess a valid E-mail address and Mobile number which should remain active till publication of the final result pursuant to the Notification. O/o CGA shall not be responsible for any loss/ non receipt of message/information sent on the wrong/invalid e-mail address and mobile number provided by the candidate in the online registration form or for delay/non-receipt of information if a candidate fails to access his/her E-mail or Mobile phone in time. Candidates shall be allowed in the examination only if they possess a valid Admit Card issued by the CGA and a valid Photo Identity Proof. The candidates are advised to refer to the link <https://cga.onlineregistrationform.org/CGA/> for further updates regarding the Exam.**

E Help Desk (operational after the Registration portal is live):

Applicants may contact the help desk for any application related technical queries at the following number/email id:

Phone Number : 022 - 6250 7742

E-Mail : cga@onlineregistrationform.org

Timing : 9:00 hrs - 18:00 hrs Monday to Saturday (Except on National Holidays)

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Instructions for PAOs/Pr.AOs/Pr. CCA/CCA/CAs (with independent charge)/notified officers of other Organisations

1. The link for Registration portal for registration of Candidates for AAO (Civil) Computer Based Test (CBT) shall be available on CGA's web portal under the tab 'Examination-AAO (Civil) CBT'.
2. The Candidates will register on the portal and then fill in necessary information regarding application for the CBT. Once the candidate fills the information and submits, the application shall reach the concerned Pay and Accounts Officer.
3. The Examination shall be conducted at such places and on such dates as may be decided by the Controller General of Accounts. Candidates shall be allowed to give three preferences for Exam Centre. If the candidate's place of posting is at one of the cities where CBT is being held, then it is mandatory for the candidate to choose this centre as first option and nearest two centres as remaining preferences. If there is no exam centre available in the place of posting of the candidate, he/she shall choose the nearest available Centres. However, the decision of O/o CGA shall be final.
4. All Accountants/Sr. Accountants, Lower Division Clerks, Computer Operators, Data Entry Operators, Private Secretaries and Stenographers Grade I & II belonging to the Central Civil Accounts Service (CCAS) who have completed three years of regular and continuous service in the relevant grades as on the first day of the month of examination and who have successfully completed the period of probation in the existing post will be eligible for appearing in the CBT. In the case of persons who have joined the CCAS as Accountants initially on deputation basis and who have been absorbed subsequently into the said Service in accordance with the provisions of the Recruitment Rules for Accountants, the period of three years will be counted from the date of their joining the CCAS as Accountant on deputation basis for the purpose of appearing in CBT. However, they will be eligible to appear in the CBT only if they have passed the Departmental Confirmatory Examination for Accountants at the time of submitting their applications.

5. All the conditions of eligibility of the candidates to appear in the CBT are laid down in Para 4 above. The PAOs/Pr AOs/Pr.CCAs/CCAs/CAs (with Independent Charge) and Administration Office of the Director of Accounts, Cabinet Secretariat [Senior Section Officer, Senior Asst. Director of Accounts (Admn), and Dy. Director of Accounts (Admn)] shall scrutinize the applicants' eligibility with reference to the Regulations laid down in Para 4 above. **The eligibility conditions cannot be relaxed under any circumstances.**
6. Sr. Accounts Officer/Accounts Officer of the concerned Pay and Accounts Office will login on the above-mentioned portal using his/her valid credentials (user i.d. and password) and shall be able to see the applications submitted by all the candidates of the PAO. The PAO shall scrutinize all the entries in the Application form. Once the information filled in the application is found to be correct, the application shall be approved at the level of PAO. If it is found that the information filled in by the applicant is incorrect, the application shall be sent back with clear reasons for necessary correction by the Candidate and the system will send an intimation to the candidate about the same.
7. Once PAO approves the application, the same shall be automatically forwarded to concerned Pr. Accounts Office. Sr. Accounts Officer/Accounts Officer of the Pr. Accounts Office will follow the same procedure which the PAOs have adopted and once the application is approved at the Pr AO level, the same shall be forwarded to Pr. CCA/CCA/CAs (with independent charge).
8. The concerned Pr. CCA/CCA/CAs (with independent charge) shall also adopt the procedure laid down in Para 6, and once the applications are approved at this level, the same shall automatically be forwarded to O/o CGA.
9. The procedure for scrutiny and approval of applications of the candidates of Central Civil Accounts Service (CCAS) by the three levels has been laid down at Paras 5 to 9 above. The same procedure may be followed by Identified officers of the Cabinet Secretariat viz Senior Section Officer, Senior Asst. Director of Accounts (Admn), and Dy. Director of Accounts (Admn) in respect of candidates of Cabinet Secretariat.
10. PAOs/Pr AOs /Pr.CCAs/CCA/CAs (with independent charge)/ Senior Section Officer, Senior Asst. Director of Accounts (Admn), Dy. Director of Accounts (Admn) of Cabinet Secretariat will certify on the Portal that they have scrutinized each application and are satisfied about the eligibility of the applicant before approving the applications.

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11. As per Regulations for AAO (Civil) CBT 2022 Dt. 28.03.2022, the Controller General of Accounts shall have the authority to cancel the candidature of those who are found guilty of misconduct and to debar such candidates from appearing in the Examination 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 referred in Regulations as an act of commission or omission which affects the fair conduct of Examination and/or results in undue benefit to anyone. Canvassing in any manner will also be viewed as misconduct.

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