

No. A.34012(/3421/2017/MF.CGA(E)/177.  
GOVERNMENT OF INDIA  
MINISTRY OF FINANCE, DEPARTMENT OF EXPENDITURE  
CONTROLLER GENERAL OF ACCOUNTS  
MAHALEKHA NIYANTRAK BHAWAN, INA  
NEW DELHI

Dated: 15/06/17.

To

The Pr. CCA/CCA/CA  
Min./Dept. \_\_\_\_\_,  
New Delhi.

**Sub: Limited Departmental Qualifying Examination for promotion of Group 'C' Multi-Tasking Staff (12<sup>th</sup> pass) as Lower Division Clerk - reg.**

Sir/Madam,

The Limited Departmental Qualifying Examination for promotion of Group 'C' Multi-Tasking Staff (12<sup>th</sup> pass) as Lower Division Clerk will be held in the month of October, 2017. The revised Scheme and Syllabus of the said Examination is enclosed herewith.

2. It is requested that the list of eligible candidates for the Exam approved by Pr.CCA/CCA/CA, may please be forwarded to this office in the enclosed proforma, so as to reach this office by 30<sup>th</sup> June, 2017. **A soft copy of the list (in Excel format) should be provided to the undersigned.**
3. The consolidated list of candidates may be forwarded by the Pr. Accounts Office, duly approved by the Pr.CCA/CCA/CA.
4. As the examination is generally conducted at various Centers located across the country, arrangements for conducting it simultaneously at all the Centers have to be made on the basis of the number of candidates nominated by the Ministry/Departments. You are, therefore, requested to adhere to the deadline set for the submission of the list of candidates to this office. This office may not be in a position to accept the nominations received after 30<sup>th</sup> June, 2017.

Hindi version will follow.

Yours faithfully  
*Madhu Sharma*  
15.06.17

(Madhu Sharma)  
Assistant Controller General of Accounts (Exam)  
E mail id – madhu.sharma86@gov.in



**PROFORMA FOR NOMINATION OF THE CANDIDATES FOR THE LIMITED DEPARTMENTAL QUALIFYING EXAMINATION FOR PROMOTION OF GROUP "C" MULTI-TASKING STAFF (12<sup>TH</sup> PASS) AS LOWER DIVISION CLERK**

**MINISTRY** \_\_\_\_\_

Sl.No.	Name	Qualification	Place of Posting	Date of Birth	Age as on 31.03.2017	Date of Appt. As MTS (Gr.C) on regular basis in CCAS	Medium of Examination English/Hindi (applicable for both the papers)	Category	Whether PH/VH	Remarks
1	2	3	4	5	6	7	8	9	10	11

Certified that particulars of the above mentioned candidates are correct and I have satisfied myself to the fitness of each candidate to appear in the Examination. It is also certified that qualification of any candidate is not less than 12<sup>th</sup> pass or equivalent.

CCA/CA