



**Government of India**  
**Ministry of Communications**  
**Department of Telecommunications**  
**Office of the Controller General of Communication Accounts**  
**NICF Campus, Ghitorni, New Delhi-110047**

No. 42-02-2019/Admn-VII(Pt.)

Dated: 28 /11/2019

**NOTIFICATION**

**Sub:** Limited Departmental Competitive Examination- 2020 for promotion of LDC to Jr. Accountants – reg.

The Competent Authority has decided to hold the Limited Departmental Competitive Examination-2020 for the promotion of LDC to Jr. Accountants as per the following schedule:

**(a) SCHEDULE**

<b>NAME OF THE PAPER</b>	<b>TIME</b>	<b>DATE</b>
Paper – I (Precis Writing, Drafting & Grammar)	0930 Hrs to 1130 Hrs	24.02.2020 (Monday)
Paper –II (Fundamental, Supplementary & Allied Rules)	0930 Hrs to 1230 Hrs	26.02.2020 (Wednesday)
Paper – III (Basic I.T. Skills)	0930 Hrs to 1130 Hrs	28.02.2020 (Friday)

**(b) SYLLABUS OF THE EXAMINATION:**

The Syllabus of the Examination has already been circulated to all Pr.CCA/CCA/DG, NICF vide this office notification No. 25-1/2018/Admin dated 01/11/2018

**(c) ELIGIBILITY:**

(a) Lower Division Clerk who has completed 3 Years regular service as on 1<sup>st</sup> July' 2019 are eligible to appear in the Departmental Exam for promotion to Junior Accountant

(b) For graduate Lower Division Clerks, eligibility shall be as per CGCA OM No. 42-02-2019/Admn-VII dated 22.11.2019

- (d) **AGE:** No Limit
- (e) **QUALIFYING MARKS:** 40% in each paper for all categories
- (f) **SELECTION METHOD:** Circle/Office wise merit list of Lower Division Clerk who got qualifying marks in the exam will be prepared on the basis of aggregate marks obtained in all the three papers limited to the vacant post(s) of Junior Accountant in Departmental Examination Quota of the concerned Circle.
- (g) **VENUE FOR CONDUCTING EXAMINATION** The examination will be held at the place (most preferably within office premises) specified by the designated Nodal Officer of the circle, where the candidate is presently working. The Nodal Officer may please ensure that sufficient number of computers with print facility are available at the centre designated for conducting Paper III (Basic IT Skills) Examination.
- (h) **NODAL OFFICERS:** Heads of circle/office will be Nodal officer for their office to conduct the exam properly.

**EXECUTION OF EXAM-RELATED ACTIVITIES:**

- (i) The Nodal officers will identify & authorize eligible candidates for this exam after deliberating upon different aspects of eligibility criteria and will send compiled list of eligible candidates (proforma I) alongwith Details of vacancy under DE quota for the post of Jr. Accountant (proforma II) by 16.12.2019 to the CGCA office by post and by sending e-mail at [anbalagan.siva@gov.in](mailto:anbalagan.siva@gov.in).
- (j) The roll number will be allocated by the Admin section O/o CGCA. The same will be forwarded to the respective Nodal Officers for the preparation & issuance of Admit Cards, accordingly.
- (k) The sealed packets of Question Papers will be dispatched by insured post to all the nodal officers not before 17.02.2020. The Nodal officers will be solely responsible for the safe upkeeping of the question papers & the smooth conduction of the examination. The sealed packet of question papers will be opened in the presence of respective Nodal officer, not before 20 minutes from the start of each paper.
- (l) The examination will be conducted strictly in accordance with the guidelines stipulated under P&T Manual Vol-IV Appendix 37. All Nodal Officers and the candidates are required to abide by the said guidelines. The Nodal officers are also advised to go through the instructions very carefully and make sure that the instructions are followed scrupulously .

- (m) The Nodal officers shall arrange the dispatch of answer sheets through insured post to the CGCA office immediately after conclusion of each shift. The Nodal officers will prepare and forward the attendance sheet in the prescribed proforma under Rule 25(b) of Appendix - 37, Annexure- IX to the CGCA by 02.03.2020
- (n) The Nodal officers are also entrusted with the various activities involved in the smooth conduction of examination. It includes appointment of supervisors, arrangement of blank answer sheets, issuance of admit card & any other activity crucial for the smooth conduction of examination as laid down in Appendix - 37 of P&T Manual Volume -IV
- (o) The specimen of application form to be filled in by the willing candidates and admit card to be issued by the Nodal officers to the eligible candidates with Roll No. on allotment by this office, are also enclosed. The list of eligible candidates may be sent to this office latest by 16.12.2019 for allotment of Roll number.
- (p) Nodal officers shall ensure the eligibility of candidates as prescribed under Recruitment Rules of Jr Accountant and instructions issued by this office vide OM No. 42-02-2019/Admn-VII dated 22.11.2019 as on 01.07.2019

Encl: As above



**N.K. Chauhan**  
(Asst. CGCA)

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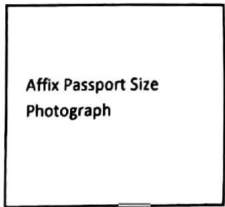
Copy to:

1. All Pr. CCAs/CCAs/Jt.CCAs/DG, NICF/ADG (SEA), DoT HQ
2. Under Secretary, DoT HQ, for uploading the OM on DoT official website.
3. Jt. CGCA (IA &PG)/Jt. CGCA(BA & IT)/Jt. CGCA (Revenue)/Jt. CGCA(M&C)
4. AAO/Admin-III for uploading the OM on CGCA official website.
5. Office Copy

**DEPARTMENT OF TELECOMMUNICATIONS**

**APPLICATION FORM**

**Limited Departmental Competitive Examination (LDCE)  
for Junior Accountant 2020**



1. Name of Applicant : Mr./Ms

FIRST NAME	MIDDLE NAME	SURNAME

2. Father's Name :Mr.

FIRST NAME	MIDDLE NAME	SURNAME

3. Date of Birth (DD/MM/YYYY)

4. Gender :                      Male  Female

5. Category                      SC  ST  Gen

6. Additional Category:    Ex-Serviceman  PH

7. Educational qualification :  
Up to 12<sup>th</sup> Class  Graduate & Above

8. Date of Joining on appointment as LDC in Department of  
Telecommunications

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9. Length of continuous service in LDC Cadre as on 01.07.2019.

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Year      Month      Day

10.Name & Address of office:

11.Applicant's Address:

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Pin Code.....

12.Applicant's Contact details:

E-mail Address.....

Mobile No. ....

13. Medium of Examination (Tick the appropriate box):

Paper I:	Hindi	<input type="checkbox"/>	English	<input type="checkbox"/>
Paper II:	Hindi	<input type="checkbox"/>	English	<input type="checkbox"/>
Paper III:	Hindi	<input type="checkbox"/>	English	<input type="checkbox"/>

14. Signature of the Candidate

.....

**DECLARATION**

I.....son/daughter/husband/wife of  
.....do hereby declare that information furnished above  
is true and correct to the best of my knowledge.

Date:

Signature of the candidate

**(For office use only)**

**ACKNOWLEDGEMENT SLIP**

The Application Form for Junior Accountant Examination 2020 has been received  
from Shri/Ms.....Son/Daughter/Husband/Wife of  
Shri/Ms .....

Date:

Sign of Head of Office/Unit  
Seal of Head of Office /Unit



**Proforma I**

**Details of eligible candidates who are willing to appear in LDCE- 2020 for LDC to Jr. Accountant**

S. No	Name of candidate	Date of Birth	Date of Appointment	Length of regular service as LDC on 01.07.2019	Educational qualification	Whether belongs to SC/ST /PH/ESM	Remarks

**Proforma II**

**Details of vacancy under DE quota for the post of Jr. Accountant**

1	Vacancy under DE quota		SC	ST	UR	PH	ESM	Total
2	Working strength under DE quota							
3	Sanctioned D.E Quota							
4	Total Working Strength							
5	Sanctioned Strength							