



Government of India
Ministry of Communications
Department of Telecommunications
Office of Controller General of Communication Accounts
3rd Floor, MTNL Building, Minto Road, New Delhi - 110002

F. No. 42-01-2023/Admin-V/E-167471 / 465

Dated : 06.09.2024

NOTIFICATION

Sub: Limited Departmental Competitive Examination – 2024 for promotion of Lower Division Clerk (LDC) to Junior Accountant (JA) – reg.

The Competent Authority has decided to hold the Limited Departmental Competitive Examination – 2024 for the promotion of Lower Division Clerk (LDC) to Junior Accountant (JA) as per the following Schedule.

(a) **SCHEDULE:**

Date of Notification	6 th September 2024
The last date for the submission of applications by applicants	13 th September 2024
Date of issuance of Admit cards	23 rd September 2024
Tentative Schedule of Examination:	
Name of the Paper	Tentative Date and time
Paper – I (Precis Writing, Drafting & Grammar) (English)	30.09.2024 <i>(Monday)</i> 10:00 Hrs to 12:00 Hrs
Paper – II (Fundamental, Supplementary & Allied Rules) (Hindi or English)	30.09.2024 <i>(Monday)</i> 14:00 Hrs to 16:00 Hrs
Paper – III (Basic I.T. Skills) (English)	01.10.2024 <i>(Tuesday)</i> 10:00 Hrs to 12:00 Hrs

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

The Syllabus of the Examination is enclosed as Annexure - I

(c) **ELIGIBILITY:**

Lower Division Clerks who have successfully completed their period of probation and have completed 3 Years of regular service (Including Probation Period) as on 01st September 2024 are eligible to appear in the LDCE 2024 for promotion from LDC to Junior Accountant.

(d) **AGE:**

Officials should be above 18 and less than 60 years old as on 01st September 2024.

(e) **MODE OF SELECTION:**

Limited Departmental Competitive Examination. Minimum qualifying marks shall be as follows:

Category	Paper I	Paper II	Paper III
UR	40%	40%	40%
SC	33%	33%	33%
ST	33%	33%	33%
PwD	33%	33%	33%

In case a candidate fails to obtain minimum marks in any of the papers, he/she shall not be considered for the final merit list. The circle-wise final merit list of the candidates will be prepared on the basis of aggregate marks obtained in all three papers.

As per the circle-wise merit list, the Appointing Authority of each circle will issue the promotion orders of the successful candidates limited to the vacant post(s) of Junior Accountant in the Departmental Examination quota as per available vacancies in the reservation roster after obtaining vigilance clearance. In case two candidates attain the same marks, the candidate who is older will be allotted higher rank.

(f) **VENUE FOR CONDUCTING EXAMINATION:**

The examination will be held at the following centers:-

Name of office	Centre
PR.CCA Mumbai and CCA MH & Goa	O/o Pr. CCA Mumbai
PR.CCA Kolkata and CCA West Bengal	O/o Pr. CCA Kolkata
CGCA, Pr.CCA Delhi, DoT HQ and NAC-F	O/o NAC-F, Delhi
O/o the Jt.CCA Uttarakhand	O/o the CCA UP (West)
All other O/o CCA/ Jt.CCA (I/C)	O/o the CCA /Jt.CCA (I/C) in the respective circles

(g) **NODAL OFFICERS:**

There shall be a Nodal officer for each circle/unit as detailed in Annexure-II for the smooth conduct of the Examination.

(h) **HOW TO APPLY:**

The specimen of the application form to be filled by the willing candidates is enclosed herewith as Annexure III. The applicants are required to apply in the prescribed application on or before the last date of submission of the application to their respective Appointing Authorities. A recent passport-size photo with a white background is to be affixed on the application form and one duplicate passport-size photo for the admit card is also to be submitted. Candidacy shall be revoked and departmental disciplinary action shall be initiated against candidates who use any unfair means (physical or electronic) during the examination.

Encl: As above.



(Arvind Prakash Xaxa)

Dy. CGCA (Admin)

Email: dycgcacoord-dot@gov.in

To:

1. All Pr. CCAs and DG NCA-F
2. All CCAs and Jt. CGCA (C&A)
3. All Jt. CCAs (I/C) and Director (SEA), DoT HQ.
4. Dy. CGCA (BA& IT), for uploading the OM on CGCA official website and e-office module
5. Under Secretary, DoT HQ, for uploading the OM on DoT official website
6. Office Copy.

Syllabus for Limited Departmental Competitive Examination for promotion of
Lower Division Clerk to Junior Accountant

PAPER-I (PRECIS WRITING, DRAFTING AND GRAMMAR)

Mode of Examination : Theory Paper (Without Books)

Maximum Marks :100

Duration : 2 Hours

S. No	Chapter/Topic	
1	Precis Writing	<ul style="list-style-type: none">• Precis writing on any topic
2	Drafting	<ul style="list-style-type: none">• Official Letter• Preparation of Office note• Demi Official letter
3	English Grammar	<ul style="list-style-type: none">• Sentence Corrections• Idioms & Phrases• Grammar applications• Antonyms• Synonyms• Vocabulary• Arranging sentences in order• Comprehensions of Passage• Prepositions• Use of helping verbs

PAPER-I (FUNDAMENTAL & SUPPLEMENTARY AND ALLIED RULES)

Mode of Examination : Theory Paper (With Books)

Maximum Marks :100

Duration : 2 Hours

S. No.	Books/Manuals	Topics
1.	F.R. & S.R.	<ul style="list-style-type: none">• Definitions• Simple Pay Fixation• Simple Calculation of TA/DA on Tour/ Transfer
2.	C.C.S. (Pension) Rules	<ul style="list-style-type: none">• Calculation of net qualifying service and calculation of pension• Family Pension including enhanced pension.• Calculation of Service Gratuity and Death Gratuity.• Calculation of commuted value of pension.

3.	C.C.S. (Leave Rules)	<ul style="list-style-type: none"> • Calculation of Earned Leave and Half Pay Leave at credit. • Study leave/Special disability leave and other special kinds of leave and their admissibility etc.
4.	CCS (J.T.) Rules	<ul style="list-style-type: none"> • Definitions • Calculation of joining time.
5.	Manual of DDO	<ul style="list-style-type: none"> • Pay Bill of Group 'C' or 'B' or 'A'
6.	Manual of DDO	<ul style="list-style-type: none"> • Preparation of LPC
7.	General Financial Rules	<ul style="list-style-type: none"> • Calculation of interest on Computer Advance and House Building Advance
8.	Income Tax Rules	<ul style="list-style-type: none"> • Simple Calculation of Income Tax on salary income.
9.	Schedule of financial powers	<ul style="list-style-type: none"> • Schedule of financial powers to officers of Department of Telecom
10.	GPF (CS) Rules 1960	<ul style="list-style-type: none"> • Calculation of GPF Interest.

PAPER-III (BASIC I.T. SKILLS)

Mode of Examination : Practical Paper (Without Books)

Maximum Marks :100

Duration : 2 Hours

<u>S.No.</u>	<u>Subject</u>	<u>Topics</u>
1.	<u>Basic Computer Skills</u>	<ul style="list-style-type: none"> • <u>MS Word</u> Word processing basics, Opening and closing of documents, Text Creation and Manipulation, Formation of Text, Table handling: Spell Check, language setting and thesaurus, Printing of word document. • <u>MS Excel</u> Basics of spreadsheet, Manipulation of cells, Formula and Functions; Editing of spreadsheet, printing of spreadsheet. • <u>MS Power Point</u> Basics of presentation software, creating presentation, slide show, Taking printouts of presentation /handouts.

ANNEXURE II**List of Nodal Officers for Limited Departmental Competitive Examination for promotion of Lower Division Clerk to Junior Accountant 2024**

Sl. No.	Circle/Unit	Name of the Nodal Officer	Designation
1	Andhra Pradesh	Ms. Sandhya Sameera Mekala	Jt. CCA Andhra Pradesh
2	Assam	Shri Heikrujam Pransanjeet	ACCA Assam
3	Bihar	Shri Alok Kumar Pandey	Jt. CCA Bihar
4	Chhattisgarh	Shri Prem Prakash	Jt. CCA Chhattisgarh
5	Pr. CCA Delhi	Shri Ravi Kumar Choudhary	ACCA Delhi
6	Gujarat	Ms S R Udayashree	CCA Gujarat
7	Haryana	Shri Manish Gupta	Jt. CCA Haryana
8	Himachal Pradesh	Ms. Sushma Negi	Jt. CCA Himachal Pradesh
9	Jammu & Kashmir	Shri Amanullah Tak	Jt. CCA Jammu & Kashmir
10	Jharkhand	Abani Kumar Das	AO Admin, CCA Jharkhand under the supervision of CCA
11	Karnataka	Shri Sunil George	Jt. CCA Karnataka
12	Kerala	Ms. D. Vaishnavi	Jt. CCA Kerala
13	Madhya Pradesh	Shri Chet Ram Meena	Jt. CCA Bhopal
14	Maharashtra & Goa	Shri Shashank Bharadwaj	Jt. CCA Maharashtra & Goa
15	Pr. CCA Mumbai	Shri Mali Ramaraja Bharat	Jt. CCA Mumbai
16	NE-I	Shri Diganta Haloi	AO Admin, CCA NE I under the supervision of CCA
17	NE-II	Shri K Sajal	Jt. CCA NE-II
18	Odisha	Shri V. Balasubramanian	Jt. CCA Odisha
19	Punjab & Chandigarh	Shri Akshay Gupta	Dy. CCA Punjab
20	Rajasthan	Shri Dilip Kumar Rathore	Jt. CCA Rajasthan
21	Tamil Nadu	Ms. S Arulmathi	Jt. CCA Tamil Nadu
22	Telangana	Shri C.M. Sampar	Jt. CCA Telangana
23	Uttarakhand	Shri P. Ritwik	Jt. CCA Uttarakhand
24	UP (East)	Ms. Deepali	Jt. CCA UP(E)
25	UP (West)	Ms. Anju Lata	Jt. CCA UP(W)
26	West Bengal Sikkim	Shri Vivek Drolia	Jt. CCA West Bengal
27	Andaman & Nicobar	Shri Mohammad Shahrukh Hussain	Jt. CCA Andaman & Nicobar
28	NICF	Shri Ankit Anand	Director (NCA-F)
29	DoT HQ	Shri Harshvardhan Singh Khangarot	Director (SEA)
30	CGCA	Shri Zafar Iqbal	Dy. CGCA (C&A)
31	Pr. CCA Kolkata	Shri Shubhranil Das	Jt. CCA Kolkata

**Department of Telecommunications
APPLICATION FORM
Limited Departmental Competitive Examination (LDCE)-2024
for promotion of Lower Division Clerk to Junior Accountant**

Affix
Passport
Size
Photograph

1. Name of Applicant:

FIRST NAME	MIDDLE NAME	SURNAME

2. Father's Name:

FIRST NAME	MIDDLE NAME	SURNAME

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

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4. Gender: Male Female Others

5. Category: SC ST Gen

6. Additional Category: HH VH OH Other
(PwD), if applicable

7. Date of Joining on appointment as LDC in Department of Telecommunications (DD/MM/YYYY):

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8. Length of continuous service in LDC Cadre as on 01.09.2024.

Year Month Day

9. Date of confirmation (Successful completion of Probation)

Year Month Day

10. Name & Address of office:

.....
.....
.....Pin Code

11. Applicant's Address:

.....
.....
.....Pin Code

12. Applicant's Contact details:
E-Mail Address
Mobile No.

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

English

Hindi

14. Signature of the Candidate
.....

DECLARATION

I.....Son/Daughter
of.....do hereby declare that the information furnished above is true and
correct to the best of my knowledge. I shall not use any unfair means (physical/electronic) in the said
examination

Date:

Signature of the Candidate

(For office use only)

(CERTIFICATE)

The Application Form for LDCE Junior Accountant 2024 has been received from
Shri/Ms..... Son /Daughter of Shri /
Ms..... *has successfully completed his/her period of
probation and has completed 3 years of regular service (including the probation period) as on 01st
September 2024 and the details have been verified from the service book.*

Date:

Place:

Sign of Appointing Authority of Office./Unit
Seal of Appointing Authority of Office /Unit