



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

F. No. 42-01.2024/Admin V/678

Dated : 29.10.2024

**NOTIFICATION**

**Sub: Limited Departmental Qualifying Examination (LDQE) – 2024 for promotion of Multi-Tasking Staff (MTS) to Lower Division Clerk (LDC) of Telecom Accounts – reg.**

The Competent Authority has decided to hold the Limited Departmental Qualifying Examination (LDQE) – 2024 for promotion of Multi-Tasking Staff (MTS) to Lower Division Clerk (LDC) of Telecom Accounts as per the following Schedule.

**(a) SCHEDULE:**

Date of Notification	29 <sup>th</sup> October 2024
The last date for the submission of applications by applicants	8 <sup>th</sup> November 2024
Date of issuance of Admit cards	18 <sup>th</sup> November 2024
Tentative Schedule of Examination:	
<b>Name of the Paper</b>	<b>Tentative Date and time</b>
Paper – I (Precis Writing, Drafting and Grammer) (Hindi/English)	<b>02.12.2024</b> <b>(Monday)</b> 10:00 Hrs to 12:00 Hrs
Paper – II (Quantitative Aptitude) (Hindi/ English)	<b>02.12.2024</b> <b>(Monday)</b> 14:00 Hrs to 16:00 Hrs
Paper – III (Basic I.T. Skills) (English)	<b>03.12.2024</b> <b>(Tuesday)</b> 10:00 Hrs to 12:00 Hrs

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

The Syllabus of the Examination is enclosed as Annexure - I

**(c) ELIGIBILITY:**

*Multi-Tasking Staff of Telecom Accounts in GP 1800/- who possess 12th Class pass or equivalent qualification and have rendered 3 years regular service in the grade as on 01.01.2024 including successful completion of Probation period are eligible to appear in the LDQE 2024 for promotion from Multi-Tasking Staff (MTS) to Lower Division Clerk (LDC) of Telecom Accounts.*

(d) **AGE:**

Officials should be above 18 and less than 45 years old as on 01.01.2024. (50 years for Scheduled Caste/ Scheduled Tribe officials) as per RR. Age Relaxation in the case of Ex servicemen is in accordance with DoPT Order No 36034/27/84-Estt. (SCT) dated 02.05.1985.

(e) **MODE OF SELECTION:**

Limited Departmental Qualifying 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%

*The candidates are required to obtain minimum marks in each Paper as per table above in order to qualify the exam.*

*O/o CGCA shall declare the result providing the individual marks obtained by the candidates and declaring whether they qualified or did not qualify the exam.*

*The Appointing Authority of each Circle will on the basis of seniority, result and vigilance clearance promote the qualified candidates in accordance with vacancy (as per roster) in their respective office.*

*NOTE: If more of such officials than the number of vacancies available (as per clause (ii) column 10 of LDC RR issued vide gazette notification dated 5<sup>th</sup> August 2015) qualify at the examination, such excess number of officials shall be considered for filling the vacancies arising in the subsequent years so that the officials qualifying in this exam are considered before those who qualify in subsequent LDQEs.*

(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 and NCA-F	O/o Pr. CCA, 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
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(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.

(i) **VACANCY:**

Since this is a Qualifying exam, all eligible candidates in all offices are advised to appear in the exam since if more of such employees than the number of vacancies available qualify in the examination, such excess number of employees shall be considered for filling the vacancies arising in subsequent years so that the employees qualifying at an earlier exam are considered before those who qualify at a later exam.

Encl: 1. Annexure I - 2 pages  
2. Annexure II - 1 page  
3. Annexure III - 2 pages



(Arvind Prakash Xaxa)  
Dy. CGCA (Admin)

Email: [dycgcacoord-dot@gov.in](mailto: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 LDQE 2024 MTS TO LDC**

**A. PAPER I (PRECIS WRITING, DRAFTING AND GRAMMER (Hindi/English))**

**a. Maximum Marks : 100**

**b. Duration: 2 Hours**

**c. Details:**

Sl. No.	Topic	Details
1.	Precis Writing (Hindi/English)	Precis Writing on any topic
2.	Drafting (Hindi/English)	Note-sheet, DO Letter, Letter, Office Memorandum, Office Order
3.	Grammar (Hindi/English)	<ul style="list-style-type: none"><li>• Sentence Correction</li><li>• Idioms and Phrases</li><li>• Grammer Applications</li><li>• Antonyms</li><li>• Synonyms</li><li>• Vocabulary</li><li>• Sentence Arrangement</li><li>• Comprehension Passage</li><li>• Preposition</li><li>• Use of Helping Verbs</li></ul>

**NOTE: Paper will be without books. Hindi and English questions may be different and not mere translations.**

**B. PAPER II (QUANTITATIVE APTITUDE (Hindi/English))**

**a. Maximum Marks: 100**

**b. Duration: 2 Hours**

**c. Details**

Sl. No.	Topic	Details
1.	Simplification	Fractions Decimals, Algebraic Expressions, Rationalizing Denominators etc.
2.	Percentage	Percentage Increase Decrease, Discounts Marked Price etc.
3.	Ratio & Proportion	Understanding Ratios, Dividing quantities in a given ratio etc.
4.	Time, Speed and Distance	Problems involving speed and travel, relative speed concepts etc
5.	Time and Work	Work Problems (efficiency and time taken), Pipes Cisterns etc
6.	Average	Weighted Average, Mean Median Mode etc.
7.	Number System	Integers, Rational and Irrational Numbers, Prime Numbers, Factors Multiples, LCM HCF etc.
8.	Profit and Loss	Profit Calculation, Loss Calculation, Selling Price Cost Price etc.

**NOTE: Paper will be without books. Hindi and English questions shall be translations. Use of Calculator of any kind is prohibited.**

**C. PAPER III (BASIC I.T. SKILLS)****a. Maximum Marks: 100****b. Duration: 2 Hours****c. Details**

Sl. No.	Topic	Details
1.	Basic Computer Skills	<ul style="list-style-type: none"><li>• Word Processing Basics</li><li>• Opening and closing of documents</li><li>• Text creation and manipulation</li><li>• Formation of Text</li><li>• Printing of Word Document</li></ul>
2.	Fundamental Commands and Operation of Computers	<ul style="list-style-type: none"><li>• Saving a file</li><li>• Printing a page, picture, document/ online web page</li><li>• Copying / Pasting files/ Folders</li><li>• Running and closing a program/ application</li><li>• Searching a file</li><li>• Converting a word .doc file to PDF format</li></ul>
3.	Sending and drafting emails with and without attachments	<ul style="list-style-type: none"><li>• Composing an email</li><li>• Adding one or more recipients</li><li>• Adding CC/BCC recipients</li><li>• Attaching a file to the composed mail</li><li>• Downloading and printing an attachment from the received mail</li></ul>
4.	Internet Surfing	<ul style="list-style-type: none"><li>• Google Search a document/ article</li><li>• Copying a URL (Uniform Resource Locator) of the webpage</li><li>• Opening a website and printout of any item from the website.</li></ul>

**NOTE: Paper will be without books. Hindi and English questions shall be translations.**

**List of Nodal Officers for Limited Departmental Qualifying Examination 2024 for  
promotion of Multi-Tasking Staff (MTS) to Lower Division Clerk (LDC) of  
Telecom Accounts**

Sl. No.	Circle/Unit	Name of the Nodal Officer	Designation
1	Andhra Pradesh	Ms. Sandhya Sameera Mekala	Jt. CCA Andhra Pradesh
2	Assam	Shri Tikendrajit Konwar	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	Sh. Gunjan Bharti Mishra	Dy. 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	Shri 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 Shahrulk Hussain	Jt. CCA Andaman & Nicobar
28	NICF	Shri Ankit Anand	Director (NCA-F)
29	CGCA	Shri Zafar Iqbal	Dy. CGCA (C&A)
30	Pr. CCA Kolkata	Shri Shubhranil Das	Jt. CCA Kolkata





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

13. 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 LDQE 2024 MTS to LDC of Telecom Accounts 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  
\_\_\_\_\_ 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