

1/9

**MOST IMMEDIATE  
OUT TODAY**

**PRINCIPAL ACCOUNTS OFFICE  
GOVT. OF NCT OF DELHI  
A-BLOCK, VIKAS BHAWAN, IP ESTATE, NEW DELHI.**

2735/DDIA  
13/9/17

No.F.4(1)/SAS/Pr.AO/A-III/2017/2566-2576

Dated: 4/9/2017

To

All Heads of Department,  
Govt. of NCT of Delhi,  
Delhi/New Delhi.

The Registrar General,  
Delhi High Court, Delhi.

District & Session Judge (Admn.)  
Tis Hazari, Delhi.

Dairy No. 2767  
Date 13/9/17  
Spl. Director (WCD)  
GNCTD/NCDC

Dairy No. 2072  
Date 8/9/17  
Department of Women & Child Development  
Government of H.C.T. of Delhi  
1, Canning Lane, K.G. Marg, New Delhi-110002

**Sub: Common Assistant Accounts Officer (Civil) Examination 2017 (Part-I & Part-II).**

Sir/Madam,

As per the Notification on Government of National Capital Territory of Delhi (Common Assistant Accounts Officer Examination) Regulations, 2017 issued by the Finance (Accounts) Department, Govt. of NCT of Delhi, vide No.F.11/2/2016-AC/1197-1199 dated 06/06/2017 and further corrigendum dated 06/07/2017 which are relevant in the matter of conduction of the Common Assistant Accounts Officer Examination, the Examination for Part-I and Part-II of the year 2017 is proposed to be held in the month of December, 2017. Accordingly, applications of the eligible & desirous candidates are invited up to 29.09.2017. Time schedule of examination will be sent in due course of time.

**ELIGIBILITY FOR APPEARING IN THE EXAMINATION :**

- (i) All the officials belonging to Subordinate Services of the Govt. of NCT of Delhi carrying the pay scales up to Level-7 : Rs.44900-142400 of Pay Matrix are eligible to appear in the Examination provided they are not more than 53 years of age and have rendered at least three years of regular service in the said grade as on the first day of April of the year for which the examination is to be held.

("Subordinate Service" means the Grade-IV, III, II of Delhi Administration Subordinate Service Cadre, Delhi Administration Stenographer Cadre, Delhi Administration Statistical Cadre and EDP Cadre of Government of National Capital Territory of Delhi)

Spl. Dir. (Admn.)  
11/9/17  
TH  
D.D/A

OS (Admn.)  
13/9/17

Smt Archan

Ramesh  
14/9/17

Pls upload our website  
Asst Prog. Kanchan  
14/9/17

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- (ii) All Group 'C' & 'B' Non-Gazetted employees of Delhi High Court and District & Session Courts, equivalent to Subordinate Services of Govt. of NCT of Delhi as defined in Sub Clause (f) of Clause 2 on Notification on Government of National Capital Territory of Delhi (Common Assistant Accounts Officer Examination) Regulations, 2017, are eligible to appear in the Examination provided they are not more than 53 years of age and have rendered at least three years of regular service in the said grade as on the first day of April of the year for which the examination is to be held.
- (iii) The eligibility of the candidates appearing in the Examination is subject to his/her work, conduct and clear vigilance status, to be certified by the Head of Office.
- (iv) The employees of Delhi High Court and District Courts officials, after qualifying the Common Assistant Accounts Officer Examination, will seek appointment in their own cadre only and shall not have any right to be absorbed in the Organized Accounts Cadre of Govt. of NCT of Delhi.

**HOW TO APPLY:**

The applications of eligible officials in the prescribed proforma duly recommended by the concerned Head of Office along with three recent passport size photographs (one duly attested) should reach this office through proper channel by the stipulated date. Candidates who are appearing in both Part-I and Part-II Examinations are required to send two separate applications (one for Part-I and one for Part-II).

**PROGRAMME OF EXAMINATION:**

Last date of Receipt of Application Form : 29.09.2017 (up to 5:00 PM)  
Receipt of request for withdrawal : 06.10.2017 (up to 5:00 PM)  
(No withdrawal will be allowed after 06.10.2017)

**IMPORTANT NOTE:**

Only the prescribed and duly filled in Application Forms received up to the stipulated date will be entertained for Examination.

Incomplete forms, Forms not bearing candidate's signature and without verification by the Head of Office or without a forwarding letter will be rejected straightaway and no correspondence will be entertained in this regard. Information in this regard will also be made available on the website of this department (<http://coa.delhigovt.nic.in>).

**CERTIFICATE OF THE HEAD OF OFFICE:**

The Head of Office must ensure that the particulars recorded by the candidates in the application forms are correct as per the service records. The Head of Office must ensure that the entries of number of chances availed is recorded in the service book of the candidate and will also ensure that the applications are sent only of those candidates who are eligible as per the eligibility criteria prescribed above and Notification on Government of National Capital Territory of Delhi (Common Assistant Accounts Officer Examination) Regulations, 2017 available on the website of Finance Department, Govt. of NCT of Delhi.

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Kindly arrange to circulate the above information to the notice of all the employees working in your office/attached/subordinate offices under your control and ensure that the applications of the desirous and eligible candidates are forwarded so as to reach this office latest by **29.09.2017 at 5:00 PM**.

This issue with the prior approval of the Finance Deptt., Govt. of NCT of Delhi.

Yours faithfully,



**(RAKESH KUMAR)**  
**DEPUTY CONTROLLER OF ACCOUNTS (ADMN)**

Encl: Specimen of Application Forms

No.F.4(1)/SAS/Pr.AO/A-ii/2017/2566-2576

Dated: 9/9/2017

Copy forwarded for information and necessary action to:-

1. P.S. to Pr. Secretary (Finance)/Special Secretary (Finance), GNCT of Delhi, Delhi Sectt., New Delhi.
2. P.S. to Chairman, Delhi Subordinate Services Selection Board, FC-18, Institutional Area, Karkardooma, Delhi-110 092.
3. Joint Secretary Finance (Accounts), GNCT of Delhi, New Delhi.
4. Deputy Secretary (Services), GNCT of Delhi, New Delhi.
5. Joint Director (IT), Pr. Accounts Office, with the advise to publish the instructions on the website of the organization.
6. All Dy. Controller of Accounts, Principal Accounts Office, New Delhi.
7. All Pay & Accounts Officers under GNCT of Delhi, New Delhi.  
(This circular should also be displayed on Notice Board for giving wide publicity)
8. All Branch In charges (H.Qr.)



**(RAKESH KUMAR)**  
**DEPUTY CONTROLLER OF ACCOUNTS (ADMN)**

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**APPLICATION FOR COMMON A.A.O. (PART-I) EXAMINATION**  
**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**

**PART-I**

STAPLE YOUR  
TWO RECENT  
PHOTOGRAPHS  
HERE

PASTE YOUR  
RECENT  
PHOTOGRAPH  
HERE (DULY  
ATTESTED  
PHOTO)

1. NAME OF THE CANDIDATE  
(in BLOCK letters) :
2. Father's/Husband's Name :
3. Date of Birth :
4. Age as on 01.04.2017 :
5. Whether SC/ST :
6. Present Post held :
7. Full Address of office :
- Telephone No. of Office :
8. Full Residential Address :
- Telephone No. of Residence :
9. Number of chances already availed in  
Common AAO part-I Examination :
10. Month & Year when appeared in Part-I and the Index number allotted on each  
occasion:

S.No.	Month/year	Index No.	S.No.	Month/Year	Index No.
1.			4.		
2.			5.		
3.			6.		

(5)

12. Details of exemption secured in Part-II Examination:

S.	Subject	Index No.	Month/Year	Marks Obtained
1.				
2.				
3.				

13. Date of Entry in Govt. Service & Designation : \_\_\_\_\_

14. Cadre to which belongs: \_\_\_\_\_ Seniority No. \_\_\_\_\_

15. Details of promotions got and period of service on each post, since initial joining in Govt. service :

S.No.	Name of the post	Pay Scale	Date of joining the said post
1.			
2.			
3.			
4.			

16. Whether received training conducted by Controller of Accounts, Govt. of NCT of Delhi (Yes/No) : \_\_\_\_\_

17. I certify that the above particulars are correct. I further certify that I have gone through the scheme of Common A.A.O. Examination of Govt. of NCT of Delhi and agree to abide by the provisions of the scheme/Rules on the subject.

**Signature of the Applicant**

(Name & Designation)

Office Address : \_\_\_\_\_

Telephone No.: \_\_\_\_\_

**(FOR USE IN THE OFFICE WHERE THE CANDIDATE IS WORKING)**

1. Certified that the information given in the application by Sh./Smt./Kin. \_\_\_\_\_ Designation \_\_\_\_\_ of this Office/Department has been verified with reference to the service records and is correct.

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**APPLICATION FOR COMMON A.A.O. (PART-II) EXAMINATION**  
**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**

**PART-II**

STAPLE YOUR  
TWO RECENT  
PHOTOGRAPHS  
HERE

PASTE YOUR  
RECENT  
PHOTOGRAPH  
HERE (DULY  
ATTESTED  
PHOTO)

1. NAME OF THE CANDIDATE  
(in BLOCK letters) \_\_\_\_\_
2. Father's/Husband's Name \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Age as on 01.04.2017 \_\_\_\_\_
5. Whether SC/ST \_\_\_\_\_
6. Present Post held \_\_\_\_\_
7. Full Address of office \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Telephone No. of Office \_\_\_\_\_
8. Full Residential Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Telephone No. of Residence \_\_\_\_\_
9. Year of passing Part-I with Index No. \_\_\_\_\_
10. Number of chances already availed in  
Common AAO part-II Examination \_\_\_\_\_
11. Month & Year when appeared in Part-II and the Index number allotted on each  
occasion: \_\_\_\_\_

S.No.	Month/year	Index No.	S.No.	Month/Year	Index No.
1.			4.		
2.			5.		
3.			6.		

7  
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Recommendation of the Head of Office with regard to the :-

- (i) Work : \_\_\_\_\_
- (ii) Conduct : \_\_\_\_\_
- (iii) Whether disciplinary proceedings are Pending/contemplated : \_\_\_\_\_
- (iv) Fitness of the applicant for appearing in Common A.A.O. Part-I Examination: \_\_\_\_\_

(SIGNATURE OF THE HEAD OF OFFICE)

Name : \_\_\_\_\_

Telephone No. \_\_\_\_\_

SEAL OF THE OFFICER

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11. Details of exemption secured in Part-I Examination:

S.No.	Subject	Index No.	Month/Year	Marks Obtained
1.				
2.				
3.				

12. Whether passed Part-II Examination (if yes)  
Year of passing with Index Number : \_\_\_\_\_
13. Date of Entry in Govt. Service & Designation : \_\_\_\_\_
14. Cadre to which belongs: \_\_\_\_\_ Seniority No. \_\_\_\_\_
15. Details of promotions got and period of service on each post, since initial joining in Govt. service :

S.No.	Name of the post	Pay Scale	Date of joining the said post
1.			
2.			
3.			
4.			

16. Whether received training conducted by Controller of Accounts, Govt. of NCT of Delhi (Yes/No) : \_\_\_\_\_
17. I certify that the above particulars are correct. I further certify that I have gone through the scheme of Common A.A.O. Examination of Govt. of NCT of Delhi and agree to abide by the provisions of the scheme/Rules on the subject.

**Signature of the Applicant**

(Name & Designation)

Office Address : \_\_\_\_\_

Telephone No.: \_\_\_\_\_

**(FOR USE IN THE OFFICE WHERE THE CANDIDATE IS WORKING)**

1. Certified that the information given in the application by Sh./Smt./Km. \_\_\_\_\_  
Designation \_\_\_\_\_  
of this Office/Department has been verified with reference to the service records and is correct.



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2. Recommendation of the Head of Office with regard to the :-
- (v) Work \_\_\_\_\_
  - (vi) Conduct \_\_\_\_\_
  - (vii) Whether disciplinary proceedings are Pending/contemplated : \_\_\_\_\_
  - (viii) Fitness of the applicant for appearing in Common A.A.O. Part-II Examination: \_\_\_\_\_

(SIGNATURE OF THE HEAD OF OFFICE)

Name : \_\_\_\_\_

Telephone No. \_\_\_\_\_

SEAL OF THE OFFICER