

O/o Controller General of Accounts
Ministry of Finance
Department of Expenditure
(Examination Section)

Dated: 08.04.2022

Office Memorandum

Sub: Revision of AAO (Civil) CBT, Regulations 2022-reg.

Reference is invited to the Regulations for AAO(Civil) Computer Based Test (CBT) 2022, issued by this Office vide OM dated 28.03.2022.

2. In Para 4 of the Regulations pertaining to 'Eligibility Conditions', only Stenographers Grade I and II have been mentioned. The erstwhile Stenographers Grade I and II were placed in the same Grade Pay vide this office OM No. A-60015/1/2008/M.F.CGA/NGE/PC/202 dt. 22.09.2008 and presently the Steno.Gr.III officials are being considered and approved for promotion as Steno. Gr.I/II as per eligibility conditions provided in existing RRs of the post. However, the revised RRs are yet to be finalized, therefore the eligibility of Stenographers for appearing in AAO(Civil) CBT will be as per the existing RRs. Accordingly, the modification in Regulations has been carried out in 'Para 4- Eligibility Conditions'.

3. The following line under 'Para 9 pertaining to- Result/Pass Marks' has been added:
'There shall be no negative marking for wrong answers.'

4. The revised Regulations for AAO(Civil) CBT incorporating the above changes are enclosed.

This issues with approval of competent authority.

Amit

(Amit Malhan)
Assistant Controller General of Accounts

To,

1. All Pr.CCAs/CCAs/Cas with independent charge.
2. Director, Cabinet Secretariat, New Delhi.
3. Sr.AO(ITD) for uploading on the CGA's website.

REVISED REGULATIONS FOR AAO (Civil) CBT, 2022

1. TITLE:

These Regulations will be effective from the year 2022.

2. PURPOSE:

To select suitable departmental candidates to be considered for promotion as Assistant Accounts Officers in the Central Civil Accounts Service in accordance with the relevant Recruitment Rules.

3. PLAN OF EXAMINATION:

3.1 The AAO (Civil) Computer Based Test, 2022 (hereinafter referred to as 'CBT') required to be passed in order to be eligible for promotion as Assistant Accounts Officer will comprise of 5 Papers. A candidate can appear in all 5 papers at a time if he/she so chooses. However, in the first CBT conducted under these Regulations, candidates must appear in all 5 papers. The questions in all 5 papers will be of objective multiple choice type, each carrying one mark. There will be no negative marking. The names of the 5 Papers, the detailed syllabus and Suggested Reading Material for each of the Papers is given in Annexure I. The syllabus will be deemed to have been amended to the extent of changes in the rules and regulations notified by the concerned Departments/agencies from time to time.

3.2 Candidates who clear all 5 papers of the CBT will be declared as "passed" in the CBT and shall be eligible for consideration for promotion as Assistant Accounts Officers, subject to the fulfillment of the conditions mentioned in the relevant Recruitment Rules. The successful candidates will undergo mandatory Induction Training for not less than 4 weeks after qualifying the CBT and getting promoted as AAO. Subjects for the Induction Training proposed are placed at Annexure II.

3.3 The CBT will be conducted in computer based mode and may be conducted on more than one occasion in a year. The question bank will be set by officers recommended by Oversight Committee and approved by Controller General of Accounts.

4. ELIGIBILITY CONDITIONS:

4.1 All Accountants/Sr. Accountants, Lower Division Clerks, Computer Operators, Data Entry Operators, Private Secretaries and Stenographers Grade I, II and III belonging to the Central Civil Accounts Service (CCAS) who have completed three years of regular and continuous service in the relevant grades as on the first day of the month of examination and who have successfully completed the period of probation in the existing post will be eligible for appearing in the CBT. In the case of persons who have joined the CCAS as Accountants initially on deputation basis and who have been absorbed subsequently into the said Service in accordance with the provisions of the Recruitment Rules for Accountants, the period of three years will be counted from the date of their joining the CCAS as Accountant on deputation basis for the purpose of appearing in CBT. However, they will be eligible to appear in the CBT only if they have

Amit

passed the departmental Confirmatory Examination for Accountants at the time of submitting their applications.

4.2 There will be no upper age limit for appearing in the CBT.

5. NUMBER OF ATTEMPTS:

Candidates would be required to pass all 5 Papers in not more than six successive exams conducted under these Regulations, commencing from his/her first appearance in the CBT conducted under these Regulations. Any absence or withdrawal from an examination conducted after a candidate's first appearance in the CBT will be counted towards the six successive exams. In case he/she does not pass all 5 Papers in six successive exams including absences/withdrawals after first appearance, then he/she will forfeit the exemptions in any paper(s) already secured and he/she will have to reappear in all the 5 Papers.

6. LIST OF CANDIDATES:

6.1 Subject to the instructions contained in these Regulations, the candidates eligible and willing to appear in the CBT will have to register themselves in the registration portal for CBT which shall be approved by Pr.CCA/CCA/CA (with Independent Charge) concerned and then sent to the O/o Controller General of Accounts in the manner prescribed by CGA from time to time. The Pr.CCAs/CCAs/CAs (with Independent Charge) should ensure that the particulars furnished in respect of the candidates are correct.

6.2 Registration of Candidates and approval of Applications by Pr.CCA/CCA/CA (with Independent Charge) for CBT shall be online.

7. RELAXATION IN THE CONDITIONS OF ELIGIBILITY:

All the conditions of eligibility of the candidates to appear in the CBT are laid down in Para 4 above. The Pr.CCAs/CCAs/CAs (with Independent Charge) who scrutinize the eligibility conditions with reference to the Regulations laid down in Para 4 above must ensure that all candidates recommended by them satisfy all the above conditions of eligibility. **The eligibility conditions cannot be relaxed under any circumstances.**

8. WITHDRAWAL FROM EXAMINATION:

A candidate who has applied to appear in the Examination will be allowed to withdraw from the examination provided the request for such withdrawal is made in the Registration Portal by the date mentioned in the Notification. In respect of candidates taking their first exam in the CBT, the withdrawal will not be counted against the six successive exams referred to in Paragraph 5 above.

In all other cases, withdrawal or absence from CBT will be counted against the six successive exams.

9. RESULTS/PASS MARKS:

A candidate who has passed all 5 papers of the 'CBT' will be declared as Passed and will be eligible to be considered for promotion as Assistant Accounts Officer. In order to pass each paper of the CBT, a candidate should secure a minimum of 50% marks. For SC/ST candidates the pass marks will be 45%. **There shall be no negative marking for wrong answers.**

Amit

10. EXEMPTIONS:

10.1 A candidate who has secured pass marks in any paper of the CBT will be exempted from re-appearing in that paper subject to the condition that such exemption will be valid for the duration of the permissible **six successive exams** counted from the candidate's first appearance in the CBT.

10.2 Exemptions secured under the Assistant Accounts Officer (Civil) Examination Regulations 2006 and/or earlier regulations will not be valid in the examinations to be conducted under the CBT Regulations 2022.

11. LANGUAGE MEDIUM:

Question papers of all five subjects will be bilingual i.e., both in Hindi and English.

12. RESPONSIBILITY FOR SUPPLY OF BOOKS/PUBLICATIONS REQUIRED FOR PREPARATION FOR THE CBT:

Candidates are expected to make their own arrangements for their requirement of study material, prescribed books and suggested readings to prepare for the CBT. Candidates may also make use of the material available on the web site of CGA office and other organizations as mentioned in the detailed syllabus notified vide OM No. X-11001/3/7927(2021) EXAM-CGA/1447- Syllabus for AAO(Civil) Examination dated 28.10.2021.

No books will be allowed in the examination hall.

13. RE-EVALUATION:

Evaluation of answers will be done through software programme. There will be no manual intervention. Results will be computed from the evaluation based on the parameter to be prescribed by the O/o CGA. Grant of grace marks is not permissible.

14. EXAMINATION CENTRES:

The Examination will be conducted at such places and on such dates as may be decided by the Controller General of Accounts. Candidates will be allowed to give three preferences for exam centre.

If the candidate's place of posting is at one of the cities where CBT is being held, then it is mandatory for the candidate to choose this centre as first option and nearest two centres as remaining preferences.

If there is no exam centre available in the place of posting of the candidate, he/she shall choose the nearest available Centres. However, the decision of O/o CGA shall be final". Candidates stationed at places other than the centre of examination will be entitled to travelling allowance as on tour, but without any allowance for halt, subject to the provisions of S.R. 132, for journeys between their Headquarters and the nearest centre of examination.

Amct

15. ADOPTION OF UNFAIR MEANS/ MISCONDUCT IN THE EXAMINATION:

The Controller General of Accounts shall have the authority to cancel the candidature of those candidates who are found guilty of misconduct at any stage of the examination and debar such candidates from appearing in the CBT for a period of five years, besides cancelling his/her candidature for the CBT in which unfair means were adopted by him/her. Disciplinary action may also be initiated against such candidates. The word 'misconduct' shall be interpreted broadly as any act of omission or commission which affects the fair conduct of exam and/or results into undue benefit to anyone. Canvassing in any manner will also be viewed as misconduct.

16. GENERAL:

16.1 All Pr.CCAs/CCAs/CAs shall strictly adhere to the prescribed Regulations and Schedule that may be prescribed for the activities connected with the CBT.

16.2 The Controller General of Accounts shall have the authority to exempt any candidate who is qualified Chartered Accountant or Cost Accountant from appearing in any subject in the Examination.

16.3 Where circumstances cause any difficulty conducting the exam as per notification issued under these Regulations or cause hardship to any specified class/group of persons, the Controller General of Accounts, for reasons to be recorded in writing, shall relax any of the provisions of these regulations in respect of such specified class/group of persons.

16.4 In all matters relating to the CBT, the decision of the Controller General of Accounts shall be final.

16.5 These Regulations supersede all previous Regulations issued with regard to the conduct of the AAO (Civil) Examination.

Amrit