

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL, (A&E)-I

U.P., PRAYAGRAJ.

File No./SAS/RA/I/CPDExam-1&Exam-2/2021onwards/02-2022/75291

Dated: 05.12.2022

CIRCULAR

Examination wing at Hqrs office vide letter No. 630/13-Exam/Examination-1/2022 Dated 28.11.2022 has intimated that the Competent authority, taking into cognizance of the technical issues/glitches laced by the candidates appearing in PC-4 & IE-4: Information Technology (Practical) paper of SAS/IE Examination, has decided to switch to the 'Modified Assessment System' for conducting PC-4 & IE-4 (IT Practical) examination in SAS/IE Exam-2 of 2022 in consultation with the outsourced agency concerned.

Accordingly, the step by step method/guidelines to be followed by the candidates for IE-4 & IE-4 (IT Practical) paper in the modified assessment system, has been given in **Annexure-1** and it is advised that all candidates may take 'Demo Test' to make them familiar with the modified assessment system of PC-4 & IE-4 (IT Practical) paper using their Login Id and Password provided for the purpose of registration through link <https://cag.merittracpariksha.com/mtacs/cag.html>. The steps & instructions to be followed by candidates for the Demo test is also provided in **Annexure-2**.


Sr. Dy. Accountant General / Admn

File No.SAS/RA/I/CPDExamination-1&Examination-2/2021onwards/75293

of date

Copy forwarded for information and necessary action to :

1. Secy. to PAG.(A&E)-I & AG(A&E)-II, U.P. Prayagraj;
2. Secretary to Principal Director, Regional Training Institute, Prayagraj;
3. Sr. A.O./Estt., O/o the A.G. (A&E)-II, U.P., Audit Bhawan, TC-35-V-I, Vibhuti Khand, Gomti Nagar, Lucknow-226010 with the request to intimate all the officials/officers regarding this Office Order ;
4. Sr.A.O./W.M.-II, O/o the A.G. (A&E)-II. U.P. Prayagraj, with the request to give a wide publicity to this order and intimate all the officers/officials of D.A. cadre regarding this Office Order, by uploading it in the DA & DAO's Corner in the office website;
5. Sr.A.O./ITCG, O/o the P.A.G. (A&E)-I. U.P. Prayagraj for uploading in the office website/Intranet & Sr. A.O./Computer Cell, O/o the A.G. (A&E)-I. U.P. Prayagraj for uploading the O.O. in the DA Corner.
6. All Notice Boards.


Asstt. ACCOUNTS OFFICER/Sr.DAG (A)Cell

Step by step Methods/Guidelines for Candidates of PC-4 & IE-4 papers in the modified assessment system

1. Create a folder with test taker (candidate) index number
2. Download templates from the login page
3. Save MS files in the created folder named with their index number
4. Test taker has to login with their credentials
5. Test taker has to follow the instructions given in the question paper
6. For each type of question, test taker has to perform the activity in the downloaded MS templates
7. Test taker has to save the MS files with index number. e.g. Index Number_word.docx, Index Number_excel.xls, Index Number_PowerPoint.ppt and Index Number_Access.mdf.
8. Upload the respective file/s against each question
9. Submit the exam post uploading the files for all questions
10. Folder or files from system should not be deleted

Annexure-II

Step & Instructions to be followed by candidates of PC-4 & IE-4 papers for the Demo Test in the modified assessment system

1. Test taker has to login after adding suffix A, B or C in their login id and password (DOB). For example CAG006710A, CAG006710B or CAG006710C
2. Link is provided on CAGI Portal to download the MS files on login page.
3. Test Taker has to download the files before starting the exam, they will not be able to download the files once they login.
4. Post downloading the files, candidate can login and start the exam.
5. Question paper will be displayed along with file upload button against each question.
6. Candidate/Student will solve the question of Word/Excel/Power Point and MS Access and save the file under the folder created. **All files should be named like Index Number_word.docx, Index Number_excel.xls, Index Number_PowerPoint.ppt and Index Number_Access.mdf.**
7. Test Taker need to upload respective worked out MS file against each question.
8. Uploaded files will be considered as response to the questions by the candidates