

महालेखाकार(लेखा-परीक्षा) का कार्यालय, असम
बेलतला, गुवाहाटी - 781 029
OFFICE OF THE ACCOUNTANT GENERAL (AUDIT), ASSAM
BELTOLA, GUWAHATI - 781 029

No: Admn/Estt/Conf/2024-25/51

Date:10/02/2025

CIRCULAR

Departmental Examination for Auditors – February 2025

1. Departmental Examination for Auditors is tentatively scheduled to be held on 27th, 28th February and 1st March 2025 in terms of Chapter 9.4 of MSO (Admn) Vol – I and CAG Examination Wing Circular dated 22/01/2025. Therefore, officials belonging to the following categories may submit their applications in the prescribed format (*enclosed*) through their respective reporting officer to Confidential Cell latest by **14/02/2025** after due verification with Service Book:
 - (i) Directly recruited Auditors with 1 year's continuous service as on 01/02/2025: They are required to pass the examination for confirmation and promotion to the higher scale of Senior Auditor. Failure to pass the examination within stipulated time will entail discharge from service.
 - (ii) Clerks promoted as Auditors on seniority basis: They are required to pass the examination for promotion to the higher scale of Senior Auditor. They have to pass the examination within six chances in six consecutive examinations. Failure to pass the examination within stipulated number of chances will entail reversion to Clerk's grade.
 - (iii) Graduate Group 'C' officials with combined regular service of 3 years as on 01/02/2025: They have to pass the examination to be eligible for promotion to the post of Auditor under 'examination' quota in terms of Headquarters Circular No. 06-Staff (App 1)/2022 issued under letter No. 158-Staff (App-1)/18-2020 dated 04/02/2022.
2. Directly recruited Auditors and graduate Group 'C' officials having deficiency in qualifying service up to a maximum of 2 months as on **01/02/2025** may also appear in the aforesaid Examination subject to the condition that their deficiency in qualifying service is condoned by the Accountant General in terms of Para 9.4.4 of MSO (Admn) Vol-I.
3. In terms of Examination Wing's Circular No. 01 of 2022 dated 06/01/2022 and Circular No. 02 of 2022 dated 07/01/2022, the pattern and syllabus of the Departmental Examination for Auditors has been changed. Accordingly, the examination will consist of 4 papers as follows:

Sl. No.	Name of Paper	Pattern	Duration	Maximum Marks
(i)	Paper 1 - Government Accounting and Commercial Accounting	MCQ	2 hours	100
(ii)	Paper 2 - Mandate of CAG and Service Regulations	MCQ	2 hours	100
(iii)	Paper 3 - Government Audit and Basic Concepts of Income Tax and Goods and Service Tax	MCQ	2 hours	100
(iv)	Paper 4 - Information Technology Practical	Computer based practical	2 hours	100

Detailed examination schedule will be circulated as and when received from the Headquarters.

[Authority: AG's order dated 10/02/2025 in File No. Admn/Estt/Conf/1-4/DEA]

Sd/-
Sr. Dy. Accountant General (Admn)

APPLICATION FORM

{ for Departmental Examination for Auditors - February 2025 }

(i)	Name in full (in block letters)	:	
(ii)	Designation and Section	:	
(iii)	Date of Birth	:	
(iv)	Educational Qualification	:	
(v)	Category (SC/ST/OBC/UR)	:	
(vi)	Date of Appointment in the IA&AD and this Office (<i>to be shown separately</i>)	:	
(vii)	Date of Appointment as:		
	(a) Auditor	:	
	(b) Stenographer	:	
	(c) DEO Grade 'A'	:	
	(d) Clerk	:	
	(e) MTS	:	
(viii)	Completed years of regular continuous service in a cadre as on 1 st February 2025 (<i>mention cadre name</i>)	:	
(ix)	Phone Number (<i>for communication</i>)	:	

Date:

Signature of the Applicant

Verified with Service Book.

Assistant Audit Officer (Estt)

Supervising Officer while forwarding the application to Confidential Cell will please report on the following:

(i)	Attendance	:	
(ii)	Energy	:	
(iii)	Business Habit	:	
(iv)	General Endeavour	:	
(v)	Aptitude for work	:	
(vi)	Prospect of passing of the applicant	:	

Signature of Supervising Officer