

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

No: Admn/Estt/Conf/2024-25/37

Date:24/09/2024

**CIRCULAR**

**Departmental Examination for Auditors – October 2024**

1. Departmental Examination for Auditors is likely to be held in October 2024 in terms of Chapter 9.4 of MSO (Admn) Vol – I and CAG Examination Wing Circular No. 04 of 2024 dated 13/09/2024. 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 30/09/2024 after due verification with Service Book:
  - (i) Directly recruited Auditors with 1 year's continuous service as on 01/08/2024: 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 01/08/2024: 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 **01/08/2024** 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 in due course.

[Authority: AG's order dated 23/09/2024 in File No. Admn/Estt/Conf/1-4/DEA]

Sd/-  
Dy. Accountant General (Admn)

Copy to:

1. Secretary to AG (Audit) Assam, Guwahati
2. PA to all Group Officers
3. All BOs – They are requested to relay this circular to eligible officials under their disposal.
4. AAO/ISW - with a request to upload the circular in office website.
5. AAO/Estt - for information and necessary action
6. Hindi Cell - for translation
7. Notice Board

  
Sr. Audit Officer (Estt.)

## APPLICATION FORM

{ for Departmental Examination for Auditors - October 2024 }

|        |                                                                                                                 |   |  |
|--------|-----------------------------------------------------------------------------------------------------------------|---|--|
| (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 (to be shown separately)                                       | : |  |
| (vii)  | <b>Date of Appointment as:</b>                                                                                  |   |  |
|        | (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 <sup>st</sup> August 2024 (mention cadre name) | : |  |
| (ix)   | Phone Number (for communication)                                                                                | : |  |

**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**