

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA  
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NEW DELHI - 110124

Examination Wing

**Circular No. 7 of 2020**

No. 159 /05-Exam/Annual Prog./Suppl. Examination

Dated 18 August 2020

To

Heads of Department of IA&AD offices

(As per e-mail list)

**Subject: Online registration for SAS/RA/I/CPD-I&II Supplementary Examination of Main Examination 2019**

Sir/Madam,

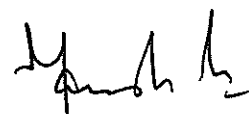
The SAS/RA/I/CPD Examination is normally held twice in a year – Supplementary Examination in the 1<sup>st</sup> quarter and Main Examination in the 3<sup>rd</sup> quarter of the financial year. However, in view of the situation arising due to outbreak of COVID-19 pandemic, the Supplementary Examination (corresponding to Main Examination 2019) could not be held till date. It has, therefore, been decided to complete the registration process and be prepared for conducting the examination at a short notice as soon as the situation is conducive.

2. The registration portal will GoLive from 26 August 2020 to enable registration of eligible candidates who intend to appear in the upcoming examination. Only pre-registration of existing candidates (i.e. those who had registered for SAS/RA/I/CPD Examination during 2010 to 2019) will be done in this phase. Necessary guidelines in this regard is enclosed (Annexure I & II).

3. Head of the Department (**HoD**) of the office where registration for examination will be done may nominate an officer, not below the rank of *Dy. Accountant General*, as Examination Registration Officer (**ERO**), who will manage the registration process of candidates. The ERO will be required to verify and validate the data entered in the online registration forms. Name, designation, email ID and mobile number of the officer nominated as ERO may please be intimated by email to [examreg@cag.gov.in](mailto:examreg@cag.gov.in) within five working days.

Encl: As above

Yours faithfully,



(Manish Kumar)

Director General (Exam)

**Guidelines for Online Registration for SAS/RA/I/CPD Examination**

**Phase 1**

This phase is called Pre-registration, in which ERO will login using his/her Login ID and password and fill up Part-I of the Registration Form to generate Login ID and OTP for each candidate and send the same to the candidates. Candidates registered for Main Examination 2019 already have their Login ID and can be added directly to Candidates List for the upcoming exam.

**Phase 2**

In this phase, the candidate will login and check Part-I of the Registration Form which will be pre-filled. If the candidate agrees with the data filled in by the office, he/she should proceed further to fill up Part-II of the Registration Form and submit the same. Candidates may be advised to check the particulars thoroughly and upload photo/signature before clicking the SUBMIT button. In case the candidate disagrees with the data pre-filled in Part 1 of the Registration Form, he/she should immediately contact the ERO concerned.

**Phase 3**

ERO is required to view the Registration Form submitted by the candidates and verify the data entered therein. In case of mismatch with service records and other relevant records, necessary correction can be made using the EDIT option. If ERO is satisfied regarding eligibility of the candidate to appear in the examination concerned and correctness of the data entered in the Registration Form, he/she will validate the candidature using the VALIDATE option. Printout of the filled in form should be taken at this stage for office record.

**Phase 4**

HoD will login at this stage using his/her Login ID and password to view the list of candidates validated by the ERO and approve/disapprove the candidature. Check-boxes will be displayed against the candidate's name and only checked candidates can be approved by HoD using the APPROVE option. In order to ensure fulfilment of the eligibility criteria by the candidates for the particular examination, a check-list will be displayed at this stage.

**Note:**

**Registration of candidates for the examination should normally be done by the Cadre Controlling Office. However, in case of the officials on deputation, Pre-Registration can be done by ERO of the office in which he/she is posted, if that office has been allotted an office code. However, after online submission of the form by the candidate, verification and validation of the data is required to be done by ERO of his/her parent office.**

**UPDATED REGISTRATION PORTAL 2020**

**Part-I : Guidelines for ERO**

1. Examination Registration Officer (ERO) will Login to the Registration Portal using his/her credentials. Upon successful login, ERO's Dashboard will open.
2. Candidates List and Registration Form under Registration Data will be blank before commencement of registration process. ERO is required to add eligible candidates who intend to appear in the upcoming examination. There will be two categories –
  - a) Candidates who already have Login ID to access the registration portal
  - b) Candidates who do not have Login ID to access the registration portal
3. ERO can directly add candidates at Sl. 2(a) above from Past Exam Data tab. Status of exemption in papers may be verified from the result of Main Exam 2019.
4. For adding candidates at Sl. 2(b) above, ERO is required to Generate Login ID, as shown below:
  - a) To generate Login ID for NEW CANDIDATES, who never registered for any examination after 2009, ERO needs to fill-up and submit Part-I of the Registration Form.
  - b) To generate Login ID in respect of EXISTING CANDIDATES, who had registered for any examination during 2010 to June 2019, ERO needs to select the last exam for which he/she had registered and enter the Index Number of the last exam. On submission, the system will display the Candidate's Profile viz. Name, Father's Name, DOB, Gender and Category (in case of SAS). It will also display the No. of Chances availed and the Papers, if any, in which Exemption secured. After verification of these details, ERO needs to fill-up the remaining fields of the Registration Form (Part-I) and submit the same.
5. Based on the actions at Sl. 3 & 4 above, login-ID wise **Candidates List** for the upcoming examination will be displayed by the system. ERO may check the list and **Send Login ID to Candidates** by clicking the relevant tab below the list.
6. After receipt of Login ID, candidates will login to the registration portal and fill-up/submit the registration form online. Filled-up forms submitted by the candidates will be displayed exam-wise under **Registration Form**. ERO is required to verify and validate the data entered in the forms, which can thereafter be accessed and

approved/disapproved by the Head of the Department (HoD) online using his/her credentials.

7. If at any stage the data displayed by the system does not match with the service records/ result, ERO should send a consolidated report in MS Excel in respect of all such candidates to Examination Wing by email to [examreg@cag.gov.in](mailto:examreg@cag.gov.in) before the closing date of registration and wait for further instructions in this regard.

### **Important Points – ERO Login**

- ▶ Registration for an examination is counted as one chance, irrespective of whether the candidate appears or not. If withdrawal of candidature is permitted by the competent authority, chance is not counted.
- ▶ For all Existing Candidates, basic data (Candidate's Profile) will be pre-filled using his/her Last Examination Index Number. Basic data include (i) Name (ii) Father's Name (iii) DOB (iv) Gender and (v) Category (in case of SAS). No option to edit pre-filled data. In case of error/mismatch, issue needs to be communicated to Examination Wing by email to [examreg@cag.gov.in](mailto:examreg@cag.gov.in)
- ▶ Last Index Number should be entered by ERO to Generate Login ID, even if the Last Examination for which a candidate had registered is different from the examination in which he/she intends to appear. For example, if a candidate intends to appear in RAE for the first time, the Last Index Number to be entered by ERO to generate Login ID will be of SAS Examination, as this was the last exam for which he/she had registered.

## Part-II : Guidelines for Candidates

1. Candidates can Login to the Registration Portal using his/her credentials. Upon successful login, Candidate's Dashboard will open.
2. Candidate is required to select the Examination he/she intends to appear.
3. If he/she had appeared in the selected Examination before (during 2000 to 2019), his/her Last Index Number will be displayed by the system.
4. On proceeding further, the Registration Form will be displayed.
5. Part-I of the Registration Form will be Pre-filled. If the candidate agrees with the data displayed, he/she may proceed to fill-up Part-II of the form and submit the form online after uploading his/her photo and signature. If any discrepancy is noticed, the same may be immediately brought to the notice of the ERO concerned.

## Important Points – Candidate Login

- ▶ Last Index Number will **be auto-filled** in candidate's form for repeaters - no option to edit
- ▶ Uploading of documents has been dispensed with. Therefore, exemption claimed by candidate in any paper for passing Non-SAS/Pre-CBT Exams in terms of Notes below Para 9.2.10 of Chapter 9 of C&AG's MSO (Admn) Vol. – I will be allowed by the ERO only after **proper verification of original certificate/result** of such examination by the field office concerned.
- ▶ In case of **switch over of branch** in SAS Examination, HQ Permission Letter/Circular No. & Date required to be entered and the same will be verified by the ERO.
- ▶ **Training** Completion status - "Yes" OR "Exempted" (there is no option for "No") to be verified by ERO