

**Indian Audit & Accounts Department,  
Office of the Director General of Audit,  
Environment & Scientific Departments, Kolkata Branch  
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**Circular**

**18 JAN 2024**

**No. Admn./2(2)/LXX/SAS/2023-24/1586**

**Dated: 18.01.2024**

**Sub :- Preliminary Test for SAS Examination I and II of 2024.**

The Preliminary Test for selection of fresh candidates for the Subordinate Audit Service Examination I & II of 2024 will be held as per the schedule given below:-

Date & Time	Paper No.
Tuesday, 20 February, 2024 (10:00AM to 12:00 PM)	Paper-I - General English/General Hindi and Constitution of India
Wednesday, 21 February, 2024 (10:00AM to 12:00 PM)	Paper-II - Service Regulations, Financial Rules and Principles of Government Accounts

There shall be two papers in MCQ pattern. Language Test (General Hindi/English) will be held in descriptive mode.

According to Para 9.2.6 of the Chapter 9 of C&AG's MSO (Admn) Vol- I read with C&AG's Circular No. 130/01-Exam/Exam-1 & 2/2023 dated 22.03.2023, only persons who have put in minimum of 3 years continuous service in one or more of the following capacities in a particular field office of IA&AD and who had successfully completed their probation period are eligible to appear for the examination:

- i. As a clerk (Level 2 of Pay Matrix) or Auditor (Level 5 of Pay Matrix) or Sr. Auditor (Level 6 of Pay Matrix), or Assistant Supervisor (Level 7 of Pay Matrix) in an Audit Office.
- ii. As a Data Entry Operator 'A' (Level 4 of Pay Matrix) or Data Entry Operator 'B' (Level 5 of Pay Matrix) or Data Entry Operator 'D' (Level 6 of Pay Matrix) in an Audit Office.
- iii. As a Stenographer Grade II (Level 4 of Pay Matrix) or Stenographer Grade-I (Level 6 of Pay Matrix) or Private Secretary (PS) (Level 7 of Pay Matrix) in an Audit Office.
- iv. As a Junior Translator (Level 6 of Pay Matrix) or a Senior Translator (Level 7 of Pay Matrix) in an Audit Office.
- v. As a Supervisor (Level 8 of Pay Matrix) in an Audit Office.

Further, such officials who are yet to complete their probation in a particular field office, but are likely to complete the same on or before 01<sup>st</sup> March 2024 and 01<sup>st</sup> September 2024 for SAS Examination- 1 & 2 of 2024 respectively will be allowed to appear in the SAS (Preliminary) Test. In case of failure to complete the probation period successfully on the cut-off dates i.e., 01<sup>st</sup> March 2022 for SAS Examination-2, the candidature of such officials would be cancelled. This would, however, not be counted as an attempt at the SAS Examination.

In terms of aforesaid provisions, eligible employees who are willing to appear in the Preliminary Test may submit their applications to Admn. Section latest by **19<sup>th</sup> January 2024** in the prescribed proforma (enclosed herewith). Applications received after the stipulated date will not be entertained.

**Enclosure:** As above

*Sd/-*  
Sr. Audit Officer (Admn)

Copy to :-

1. Establishment Section
2. OAD Section
3. Central Section

4. Field Audit Party Section
5. IT Cell
6. Director's Cell
7. Report Section
8. Admn./Routine Section
9. GAD/FPA Section
10. Hindi Cell
11. Office Circular Book
12. Notice Board



## **Section-I**

1. Name (in block letters as given in the office records )
2. Designation
3. Date of Birth
4. Educational Qualification
5. Date of Appointment in IA&AD
6. Particulars of total service as on (1-2-2024)
7. Whether belongs to SC/ST
8. Name of the section in which presently Working
9. Medium for answering the paper-I, Section-II i.e. Constitution of India and Paper-II i.e. Service Regulations and Financial Rules & Principles of Govt. Accounts.
10. Option in respect of Paper-I (Part-I i.e. General English/Hindi)

**Dated:**

**Signature of the Candidate**

## **Section-II**

### **Recommendation of Branch Officer**

1. Capability of the Candidate:
2. Prospect of passing examination
3. Aptitude for working as AAO:
4. (a) Certified that I have personally satisfied myself as to the fitness of the candidate to sit in the examination.  
(b) Certified that the particulars filled by the candidate have been Verified.

Forwarded to Audit Officer (Admn.) for necessary action.

**Signature of the Branch Officer**

**Name & Designation:**

**Section:**