

OFFICE OF THE FINANCIAL ADVISOR
NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: NEW DELHI

C.No. 126926/FA.

Dated: 26-02-18

CIRCULAR

Applications are invited from the Clerical Asstt./ Jr. Asstt./ Sr. Asstt./ DEO/ Stenographer/ Head Asstt. working in N.D.M.C., who fulfill the eligibility criteria given overleaf and are interested in appearing for Preliminary Examination, proposed to be held in **April 2018**, to qualify for appearing in A.A.O. Grade Examination for the year 2018.

Application in the prescribed format (attached herewith) duly completed in all respect, recommended by the officer-in-charge concerned and verified by the Establishment Branch concerned should reach in the Room No. 1310, 13th floor, Finance Department, Palika Kendra, New Delhi, by **15th March 2018**. Application forms received after the due date will not be entertained.

Geetali Tare

(GEETALI TARE)
FINANCIAL ADVISOR

Copy to:-

All concerned as per list attached.

J. Adesh
26.02.18

SYLLABUS FOR AAO GRADE EXAMINATION

PRELIMINARY EXAMINATION

ELIGIBILITY:

- 1) Clerical Assistants /Data Entry Operators with 5 years experience in regular service in NDMC.
- 2) Jr Assistants /Senior Assistants promoted from the lower cadre should be having 5 years of combined regular service as Clerical Assistants / Data Entry Operators and Jr Assistant/ Senior Assistant. Head Assistants promoted from the lower feeding cadre of NDMC.
- 3) Senior Assistants / Stenographers appointed directly in the scale with 5 years of regular service in the cadre in NDMC.
- 4) Candidates, who after qualifying themselves in the Preliminary Examination do not appear in the Part I of the AAO Grade Examination immediately following thereafter, shall be subjected to further screening by requiring them to take the preliminary examination again.
- 5) Number of Chance: The candidates can avail any number of chances subject to the condition that the candidates should be with- in the age limit of 48 years on 1st January of the years in which the examination is held.

PERIOD & MODE OF EXAMINATION

The Examination shall be conducted by the Secretariat of the Financial Advisor under the supervision of the Financial Advisor. The Papers will be set by the HODs of NDMC or any other Intellectual or Professional from Institution of repute, proposed by the Financial Advisor and approved by the Chairperson NDMC. **The examination shall be invariably conducted during the 2nd half of the month of May every year.** The result may be prepared & declared within a month from the date of examination.

PAPER & QUALIFYING MARKS

Paper I:-- Précis & Drafting on the official subject. (Medium for this part of the paper shall be English or Hindi) – to be declared at the time of application for appearing in test.

Précis	45 Marks
Drafting	25 Marks
General English	30 Marks

Paper II Matters related to day to day working in service matters and various codes applicable in NDMC (Medium for this paper shall be English/ Hindi to be declared at the time of application for appearing in the Test)

Service Regulations	40 Marks
NDMC Act	25 Marks
Various Codes	35 Marks

The Paper will also have the objective type questions.

The candidates who secure 40% marks in each paper shall be considered for appearing in the Part I Examination.

**APPLICATION FORM FOR GRANT OF PERMISSION TO APPEAR IN THE A.A.O.
GRADE PRELIMINARY EXAMINATION TO BE HELD IN 2018**

Affix Passport
Size color Photo
duly attested by
the Head of
office/ office in-
charge

1. Name of the candidate
(In block letters)
2. Father/Husband Name
3. Male/ Female
4. Date of Birth
5. Designation & Emp. Code No
6. Name of Department
(With Phone No.)
7. Place of present posting
(With Phone No.)
8. Residential Address
(With Phone No.)
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.....
9. Whether Scheduled Caste/
Scheduled Tribe
10. Date of Appointment
11. Medium of examination
12. E-mail ID
13. Mobile/ Phone No.

Certified that the above information is correct to the best of my knowledge and belief.

SIGNATURE OF THE APPLICANT

{Candidate giving wrong information will be liable for disciplinary action besides disqualifying him/her for the examination}.

P.T.O.

Continued from overleaf.....

RECOMMENDATION OF THE OFFICER INCHARGE

1. i) Whether regular in his/her attendance or not
- ii) Character
- iii) Energy
- iv) Business habits
- v) General

2. Aptitude to work as Assistant Accounts Officer

3. Preparation for and prospects of passing the Exam

4. General Remarks

Certified that I have personally satisfied myself as to the fitness of the candidate to sit at the examination.

OFFICER IN-CHARGE
(Name & Designation with seal of officer)

Certified that the information as stated at S.No. 1 to 10 overleaf is correct as per service record.

SECTION OFFICER (ESTT.)
(Name & Designation with seal of office)