



**Government of India**  
**Ministry of Communications**  
**Department of Telecommunications**  
**Office of Controller General of Communication Accounts**  
**3<sup>rd</sup> Floor, MTNL Building, Minto Road, New Delhi - 110002**

F. No. 42-01-2023/Admin-V/E- 213049 /141

Dated : 30.04.2025

**NOTIFICATION**

**Sub: - Limited Departmental Competitive Examination – 2025 for promotion of Lower Division Clerk (LDC) to Junior Accountant (JA) – reg.**

The Competent Authority has decided to hold the Limited Departmental Competitive Examination – 2025 for the promotion of Lower Division Clerk (LDC) to Junior Accountant (JA) as per the following Schedule.

(a) **SCHEDULE: -**

Date of Notification	30.04.2025 (Wednesday)
The last date for the submission of applications by applicants	08.05.2025 (Thursday)
Date of issuance of Admit cards by the Circle	02.06.2025 (Monday)
<b>Tentative date of Commencement of Examination*</b>	
Paper – I (Precis Writing, Drafting & Grammar)	09.06.2025 (Monday) 10:00 AM to 12:00 Noon
Paper – II (Fundamental, Supplementary & Allied Rules)	09.06.2025 (Monday) 02:30 PM to 04:30 PM
Paper – III (Basic I.T. Skills)	10.06.2025 (Tuesday) 10:00 AM to 12:00 Noon

\*It is Tentative Examination schedule and may be changed due to administrative reasons.

**1. Eligibility Criteria: -**

As per the Telecommunications Accounts and Finance Cadre of Group 'C', Recruitment Rules of Junior Accountant 2020 (hereinafter referred to as "Recruitment Rules) notified in the Gazette of India, Extraordinary, Part II-Section 3-Sub section (i) on 04 November 2020, the vacancies in the JA cadre are to be filled up by promotion through Limited Departmental Competitive Examination for employees of Accounts and Finance Cadre of Department of Telecommunication.

Lower Division Clerks (LDC) who have successfully completed their period of probation and have completed 3 (three) Years of regular service in Level of 2 (Rs. 19,900--63,200) in pay matrix in the grade (Including Probation Period) as on 31st March 2025 are eligible to appear in the LDCE 2025 for promotion from LDC to Junior Accountant (JA) through Limited Departmental Competitive Examination 2025.

**2. Crucial Date for Determining Eligibility: -**

The crucial date for eligibility shall be considered for each vacancy year separately as below:

(a)	<b>Vacancy Year</b>	2025
(b)	<b>Crucial Cut-off Date</b>	31/03/2025
(c)	<b>Age Criteria</b>	Officials should be above 21 and less than 60 years old as on 31 <sup>st</sup> March 2025.

**3. OTHER INFORMATION: -**

(a)	<b>Syllabus of the Examination: -</b>	The Syllabus of the Examination is enclosed as <b>Annexure - I</b>																				
(b)	<b>Mode of Selection:</b>	Limited Departmental Competitive Examination. Minimum Passing marks shall be as follows: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Category</th> <th>Paper I</th> <th>Paper II</th> <th>Paper III</th> </tr> </thead> <tbody> <tr> <td>UR</td> <td>40%</td> <td>40%</td> <td>40%</td> </tr> <tr> <td>SC</td> <td>33%</td> <td>33%</td> <td>33%</td> </tr> <tr> <td>ST</td> <td>33%</td> <td>33%</td> <td>33%</td> </tr> <tr> <td>PwD</td> <td>33%</td> <td>33%</td> <td>33%</td> </tr> </tbody> </table>	Category	Paper I	Paper II	Paper III	UR	40%	40%	40%	SC	33%	33%	33%	ST	33%	33%	33%	PwD	33%	33%	33%
Category	Paper I	Paper II	Paper III																			
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SC	33%	33%	33%																			
ST	33%	33%	33%																			
PwD	33%	33%	33%																			

*2/3/25*

		<p><i>In case a candidate fails to obtain minimum marks in any of the papers, he/she shall not be considered for the final merit list. The circle-wise final merit list of the candidates will be prepared on the basis of aggregate marks obtained in all three papers.</i></p> <p><i>As per the circle-wise merit list, the Appointing Authority of each circle will issue the promotion orders of the successful candidates limited to the vacant post(s) of Junior Accountant in the Departmental Examination quota as per available vacancies in the reservation roster after obtaining vigilance clearance.</i></p>												
(c)	<b>Circle Wise Vacancies:</b>	Vacancy position as reported by Circles is attached in <b>Annexure- II</b> .												
(d)	<b>Venue for Conduction Examination:</b>	<p>The examination will be held at the following centers: -</p> <table border="1"> <thead> <tr> <th>Name of office</th> <th>Centers</th> </tr> </thead> <tbody> <tr> <td>Pr. CCA Mumbai and CCA MH &amp; Goa</td> <td>O/o Pr. CCA Mumbai</td> </tr> <tr> <td>Pr. CCA Kolkata and CCA West Bengal</td> <td>O/o Pr. CCA Kolkata</td> </tr> <tr> <td>CGCA, Pr.CCA Delhi, DoT HQ and NAC-F</td> <td>O/o NCA-F, Delhi</td> </tr> <tr> <td>O/o the Jt.CCA Uttarakahnad</td> <td>O/o the CCA UP (West)</td> </tr> <tr> <td>All other O/o CCA/ Jt.CCA ( I/C)</td> <td>O/o the CCA /Jt. CCA (I/C) in the respective Circles</td> </tr> </tbody> </table>	Name of office	Centers	Pr. CCA Mumbai and CCA MH & Goa	O/o Pr. CCA Mumbai	Pr. CCA Kolkata and CCA West Bengal	O/o Pr. CCA Kolkata	CGCA, Pr.CCA Delhi, DoT HQ and NAC-F	O/o NCA-F, Delhi	O/o the Jt.CCA Uttarakahnad	O/o the CCA UP (West)	All other O/o CCA/ Jt.CCA ( I/C)	O/o the CCA /Jt. CCA (I/C) in the respective Circles
Name of office	Centers													
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All other O/o CCA/ Jt.CCA ( I/C)	O/o the CCA /Jt. CCA (I/C) in the respective Circles													
(e)	<b>Nodal Officers:</b>	There shall be a Nodal officer for each circle/unit as detailed in <b>Annexure-III</b> for the smooth conduct of the LDC Examination 2025.												
(f)	<b>How to Apply:</b>	The specimen of the application form to be filled by the willing candidates is enclosed herewith as <b>Annexure IV</b> . The applicants are required to apply in the prescribed application Form on or before the last date of submission of the application to their respective Appointing Authorities. A recent passport-size photograph with a white background is to be affixed on the application form and one passport-size photo for the admit card is also to be submitted.												

		Candidature shall be revoked and departmental disciplinary action shall be initiated against candidates who are found to provide any wrong/false information in their Application Form.
(g)	<b>Last Date for Submission of Applications</b>	The filled in application forms by applicants must be submitted on or before 09.05.2025 to respective Heads of Divisions or Heads of Units/Circles.
(h)	<b>Issuance of Roll No.</b>	The respective controlling authority shall send the duly filled application form of the applicants of LDCE 2025 LDC to JA to the O/o CGCA for issuing of Roll Numbers on or before 20.05.2025.
(i)	<b>Issuance of Admit Card</b>	<p>a) The Admit Cards will be issued by the Nodal Officers of respective Units/Circles on or before 02.06.2025.</p> <p>b) In case the candidate does not receive admit card 5 (Five) days prior to commencement of examination, he/she is advised to contact the Nodal Officers along with photocopy of his/her application form.</p>
(j)	<b>Medium of Examination</b>	<p>Medium of Paper-I and Paper-III shall be only in English.</p> <p>However, Medium of Paper II shall be bilingual i.e. Hindi &amp; English. The candidate may choose to write examination paper in either English or Hindi as per his/her choice. <b>The candidates must write answers only in one language (either English or Hindi).</b></p>
(k)	<b>Admissibility of TA/DA:</b>	TA/DA is not admissible to any applicant for appearing in the LDC Examination 2025. The days on which examinations are to be held shall <b>NOT</b> be considered as 'ON DUTY' and responsibility of getting leave sanctioned by competent authority lies with the applicant.
(l)	<b>Tie Breaker:</b>	<p>In event of two or more candidates securing equal gross marks, the tie will be resolved in following manner:</p> <p>a) Age: The candidate who is older in age shall be given higher rank; failing which,</p> <p>b) Marks obtained by the candidate in respective papers in the following order:</p> <ol style="list-style-type: none"> <li>i. Paper I; failing which,</li> <li>ii. Paper II; failing which,</li> <li>iii. Paper III; failing which.</li> </ol>

(m)	<b>Use of Unfair Means</b>	If a Departmental candidate is found to be using Unfair Means during the Examination, the candidate will be expelled from the Examination Hall and his candidature can be cancelled by the Competent Authority.
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Encl: As above.



(Zafar Iqbal)

Dy. CGCA (Admin)

O/o CGCA, New Delhi

Email: [dycgcacoord-dot@gov.in](mailto:dycgcacoord-dot@gov.in)

To:

1. All Pr. CCAs and DG NCA-F
2. All CCAs and Jt. CGCA (C&A)
3. All Jt. CCAs (I/C) and Director (SEA), DoT HQ.
4. Dy. CGCA (BA& IT), for uploading the OM on CGCA official website and e-office module
5. Under Secretary, DoT HQ, for uploading the OM on DoT official website
6. Office Copy.

**Syllabus for Limited Departmental Competitive Examination 2025 for promotion of  
Lower Division Clerk to Junior Accountant**

**PAPER-I (PRECIS WRITING, DRAFTING AND GRAMMAR): -**

Mode of Examination : Theory Paper (Without Books)  
Maximum Marks : 100  
Duration : 2 Hours

S. No.	Chapter/Topic	Description
1	Precis Writing	<ul style="list-style-type: none"><li>• Precis writing on any topic</li></ul>
2	Drafting	<ul style="list-style-type: none"><li>• Official Letter</li><li>• Preparation of Office note</li><li>• Demi Official letter</li></ul>
3	English Grammar	<ul style="list-style-type: none"><li>• Sentence Corrections</li><li>• Idioms &amp; Phrases</li><li>• Grammar applications</li><li>• Antonyms</li><li>• Synonyms</li><li>• Vocabulary</li><li>• Arranging sentences in order</li><li>• Comprehensions of Passage</li><li>• Prepositions</li><li>• Use of helping verbs</li></ul>

**PAPER-I (FUNDAMENTAL & SUPPLEMENTARY AND ALLIED RULES): -**

Mode of Examination : Theory Paper (With Books)  
Maximum Marks : 100  
Duration : 2 Hours

S. No.	Books/Manuals	Topics
1.	F.R. & S.R.	<ul style="list-style-type: none"><li>• Definitions</li><li>• Simple Pay Fixation</li><li>• Simple Calculation of TA/DA on Tour/ Transfer</li></ul>
2.	C.C.S. (Pension) Rules	<ul style="list-style-type: none"><li>• Calculation of net qualifying service and calculation of pension</li><li>• Family Pension including enhanced pension.</li><li>• Calculation of Service Gratuity and Death Gratuity.</li><li>• Calculation of commuted value of pension.</li></ul>
3.	C.C.S. (Leave Rules)	<ul style="list-style-type: none"><li>• Calculation of Earned Leave and Half Pay Leave at credit.</li></ul>

*2/1-2/21*

		<ul style="list-style-type: none"> <li>• Study leave/Special disability leave and other special kinds of leave and their admissibility etc.</li> </ul>
4.	CCS (J.T.) Rules	<ul style="list-style-type: none"> <li>• Definitions</li> <li>• Calculation of joining time.</li> </ul>
5.	Manual of DDO	<ul style="list-style-type: none"> <li>• Pay Bill of Group 'C' or 'B' or 'A'</li> </ul>
6.	Manual of DDO	<ul style="list-style-type: none"> <li>• Preparation of LPC</li> </ul>
7.	General Financial Rules	<ul style="list-style-type: none"> <li>• Calculation of interest on Computer Advance and House Building Advance</li> </ul>
8.	Income Tax Rules	<ul style="list-style-type: none"> <li>• Simple Calculation of Income Tax on salary income.</li> </ul>
9.	Schedule of financial powers	<ul style="list-style-type: none"> <li>• Schedule of financial powers to officers of Department of Telecom</li> </ul>
10.	GPF (CS) Rules 1960	<ul style="list-style-type: none"> <li>• Calculation of GPF Interest.</li> </ul>

**PAPER-III (BASIC I.T. SKILLS): -**

Mode of Examination : Practical Paper (Without Books)  
Maximum Marks : 100  
Duration : 2 Hours

<u>S.No.</u>	<u>Subject</u>	<u>Topics</u>
1.	Basic Computer Skills	<ul style="list-style-type: none"> <li>• <u>MS Word</u> Word processing basics, Opening and closing of documents, Text Creation and Manipulation, Formation of Text, Table handling: Spell Check, language setting and thesaurus, Printing of word document.</li> <li>• <u>MS Excel</u> Basics of spreadsheet, Manipulation of cells, Formula and Functions; Editing of spreadsheet, printing of spreadsheet.</li> <li>• <u>MS Power Point</u> Basics of presentation software, creating presentation, slide show, Taking printouts of presentation /handouts.</li> </ul>

*[Handwritten signature]*

## ANNEXURE- II

Vacancies in DE Quota for LDCE LDC to JA 2025									
S. No.	Name of Circles	UR	SC	ST	TOTAL	PWD			
						VH	HH	OH	OTHER
1	Andaman & Nicobar	0	0	0	0	0	0	0	0
2	Andhra Pradesh	3	0	0	3	0	0	0	0
3	Assam	1	0	0	1	0	0	0	0
4	Bihar	0	0	0	0	0	0	0	0
5	Chhattisgarh	0	0	0	0	0	0	0	0
6	Delhi	0	1	1	2	0	0	0	0
7	Gujarat	0	0	1	1	0	0	0	0
8	Haryana	0	0	0	0	0	0	0	0
9	Himachal Pradesh	0	0	0	0	0	0	0	0
10	Jammu & Kashmir	0	0	0	0	0	0	0	0
11	Jharkhand	0	0	0	0	0	0	0	0
12	Kerala	3	1	0	4	1	0	0	0
13	Karnataka	2	0	0	2	0	0	0	0
14	Kolkata	1	0	0	1	0	0	0	0
15	Mumbai	5	1	0	6	0	0	0	0
16	Maharashtra & Goa	5	0	0	5	0	0	0	0
17	Madhya Pradesh	1	0	0	1	0	0	0	0
18	NE-I	0	0	0	0	0	0	0	0
19	NE-II	0	0	0	0	0	0	0	0
20	Odisha	0	0	0	0	0	0	0	0
21	Punjab	1	0	0	1	0	0	0	0
22	Rajasthan	0	0	0	0	0	0	0	0
23	Telangana	2	0	0	2	0	0	0	0
24	Tamil Nadu	3	1	0	4	0	0	0	0
25	U.P. East	0	0	0	0	0	0	0	0
26	U.P. West	0	0	0	0	0	0	0	0
27	Uttarakhand	1	0	0	1	0	0	0	0
28	West Bengal	0	0	0	0	0	0	0	0
29	NICF	0	0	0	0	0	0	0	0
30	CGCA	2	1	0	3	0	0	0	0
31	DoT HQ	0	0	0	0	0	0	0	0
	<b>Total</b>	<b>30</b>	<b>5</b>	<b>2</b>	<b>37</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

*\* Note: - Nodal Officers have been appointed for those offices which have reported Vacancies for Limited Departmental Examination- 2025 for the promotion of LDC to JA.*

*2/5-2/21*



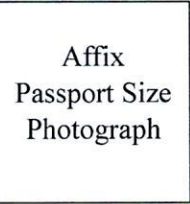
**ANNEXURE III**

**List of Nodal Officers for Limited Departmental Competitive Examination 2025  
for promotion of Lower Division Clerk to Junior Accountant**

Sl. No.	Circle/Unit	Name of the Nodal Officer	Designation
1	Andhra Pradesh	Ms. Sandhya Sameera Mekala	Jt. CCA Andhra Pradesh
2	Assam	Shri Tikendrajit Konwar	ACCA Assam
3	Pr. CCA Delhi	Shri Ravi Kumar Choudhary	ACCA Delhi
4	Gujarat	Ms S R Udayashree	Jt. CCA Gujarat
5	Karnataka	Shri Sunil George	Jt. CCA Karnataka
6	Kerala	Ms. D. Vaishnavi	Jt. CCA Kerala
7	Madhya Pradesh	Shri Chet Ram Meena	Jt. CCA Bhopal
8	Maharashtra & Goa	Shri Shashank Bharadwaj	Jt. CCA Maharashtra & Goa
9	Pr. CCA Mumbai	Shri Mali Ramaraja Bharat	Jt. CCA Mumbai
10	Punjab & Chandigarh	Shri Akshay Gupta	Dy. CCA Punjab
11	Tamil Nadu	Ms. S Arulmathi	Jt. CCA Tamil Nadu
12	Telangana	Shri C.M. Sampar	Jt. CCA Telangana
13	Uttarakhand	Shri P. Ritwik	Jt. CCA Uttarakhand
14	CGCA	Shri Nagender Pal Singh	AAO (C&A)
15	Pr. CCA Kolkata	Shri Shubhranil Das	Jt. CCA Kolkata

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**Department of Telecommunications**  
**APPLICATION FORM**  
**Limited Departmental Competitive Examination (LDCE)-2025**  
**for promotion of Lower Division Clerk to Junior Accountant**



1. Name of Applicant:

FIRST NAME	MIDDLE NAME	SURNAME

2. Father's Name:

FIRST NAME	MIDDLE NAME	SURNAME

3. Date of Birth (DD / MM / YYYY)

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4. Gender:            Male            Female             Others            

5. Category:                            SC                             ST                             Gen

6. Additional Category:    HH     VH     OH     Other

( PwD), if applicable

7. Date of Joining on appointment as LDC in Department of Telecommunications (DD/MM/YYYY):

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8. Length of continuous service in LDC Cadre as on 31.03.2025.

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Year            Month            Day

9. Date of confirmation (Successful completion of Probation)

-----  
Year            Month            Day

10. Name & Address of office:

.....  
.....  
.....Pin Code .....

11. Applicant's Address:

.....  
.....  
..... Pin Code .....

12. Applicant's Contact details:

E-Mail Address .....

Mobile No. ....

13. Medium of Examination for paper II (Tick the appropriate box):

English

Hindi

14. Signature of the Candidate

.....

**DECLARATION**

I.....Son/Daughter  
of.....do hereby declare that the information furnished above is true and correct  
to the best of my knowledge. I shall not use any unfair means (physical/electronic) in the said examination

Date:

Signature of the Candidate

**(For office use only)**

**(CERTIFICATE)**

The Application Form for LDCE Junior Accountant 2025 has been received from  
Shri/Ms..... Son /Daughter of Shri /  
Ms..... ***has successfully completed his/her period of probation  
and has completed 3 years of regular service (including the probation period) as on 31<sup>st</sup> March 2025 and the  
details have been verified from the service book.***

Date:

Place:

Sign of Appointing Authority of Office /Unit  
Seal of Appointing Authority of Office /Unit