

क्रमांक नि.वि.1/समूह-2/डी- 795

दिनांक 21.08.2020

प्रति,

वरिष्ठ संभागीय लेखा अधिकारी,
संभागीय लेखा अधिकारी - 1,
संभागीय लेखा अधिकारी - 2,
संभागीय लेखापाल

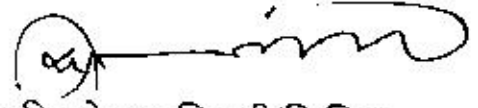
का पूरक परीक्षा

विषय: एस.ए.एस./प्रोत्साहन/सी.पी.डी.मुख्य परीक्षा में Online Registration करने बाबत प्राप्त दिशा निर्देश ।

सन्दर्भ: मुख्यालय से प्राप्त परिपत्र क्र.07/2020, क्र.159/09-Exam/Annual/Prog./Suppl. Examinaton दिनांक 18.08.2020

उपरोक्त विषयान्तर्गत मुख्यालय से प्राप्त संदर्भित परिपत्र दिनांक 18.08.2020 की छायाप्रति सूचनार्थ संलग्न प्रेषित है ।

संलग्न: उपरोक्तानुसार


वरिष्ठ लेखा अधिकारी/नि.वि.1

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OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
10 BAHADUR SHAH ZAFAR MARG
NEW DELHI - 110124

Examination Wing

Circular No. 7 of 2020

No. 159/09-Exam/Annual Prog./Suppl. Examination
Date 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 1st quarter and Main Examination in the 3rd 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 2000 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 within five working days.

Encl: As above

Yours faithfully,

Sd/-

(Manish Kumar)
Director General (Exam)

637c

Annexure I

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. Link for online registration is available in CAG's website <https://cag.gov.in/content/examinations>

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.

6312

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