

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS (FUNDS)

MEERUT CANTT.

SELECTION PROCEDURE FOR THE POST OF CANTEEN ATTENDANT

Indicative Syllabus for selection test/trade test for the post of Canteen Attendant to be held on 20th July 2017 at this office.

Question paper on Numerical Aptitude and General English will be simple, of a level that an average matriculate will be in a position to answer comfortably. Questions on General Awareness including some questions relevant to the trade will also be of similar standard.

English Language: Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc.

Numerical Aptitude: This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. Some questions relevant to the trade will also include. These questions will be such that they do not require a special study of any discipline.

NOTE-I: Total examination will be of 100 marks including practical exam of 20 marks.

NOTE-II: Paper will consist of Objective Type- Multiple choice questions only. The questions will be set both in English & Hindi.

NOTE-III: There will be no negative marking for each wrong answer.

Instruction for the Candidates

- (i) Matriculation/equivalent Certificate issued by state /Central education board showing your date of birth (in christian Era) will be accepted. Birth certificate issued by Principal/Headmaster of the school /institution where you studied will not be accepted.
- (ii) Age relaxation: as per existing rules.
- (iii) NOC in original from present Employer in case of Government servant is required.
- (iv) On actual verification from original documents, if you are not found fulfilling eligibility criterions as per notice of exam, you will not be allowed to attend written test/skill test.
- (v) You must reach the venue of the selection test by 09:30 am Sharp. Late entrants will not be entertained in any case.**
- (vi) No Change of venue of selection test shall be allowed under any circumstances.
- (vii) No TA/DA is admissible.
- (viii) This office reserves the right to withdraw the admission at any stage, if the candidate is found deficient in qualification or supplies false information.
- (ix) The candidates will have to make their own arrangement for travel etc. for attending the test.
- (x) Electronic device viz. mobile phone, tablets, e-book, pager, calculator etc. are not allowed in examination hall.
- (xi) Candidate should retain this admit card for all future references.
- (xii) The selection procedure involves selection test and consideration of experience etc. Details of selection procedure on our website i.e. www.cdafunds.nic.in . Candidates in their own interest are advised to visit this website regularly.
- (xiii) Candidature of the candidate found to be indulging in any unfair means/malpractice or lobbying will be cancelled.
- (xiv) Candidate will not be allowed to leave the examination hall before the conclusion of the examination.