

**SCHEDULE PROGRAMME FOR COMMON ASSISTANT
ACCOUNTS OFFICER (CIVIL) EXAMINATION 2011**

PART – I

Date	Time	Subject
08.05.2012 (Tuesday)	1430 to 1730 Hrs	Precis & Draft
09.05.2012 (Wednesday)	1430 to 1730 Hrs	Service Rules
10.05.2012 (Thursday)	1430 to 1730 Hrs	Accounting Procedure
11.05.2012 (Friday)	1430 to 1730 Hrs	Constitution of India & Financial Control

PART – II

Date	Time	Subject
14.05.2012(Monday)	1430 to 1730 Hrs	Public Works Accounts
15.05.2012 (Tuesday)	1430 to 1730 Hrs	Advanced Commercial Accounts
16.05.2012 (Wednesday)	1430 to 1630 Hrs	Cost & Management Accounts

(PARKASH CHAND)
DEPUTY CONTROLLER OF ACCOUNTS (ADMN.)

APPLICATION FOR COMMON A.A.O. (PART-I) EXAMINATION 2011
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

PART – I

STAPLE YOUR
RECENT
PHOTOGRAPH
HERE

PASTE YOUR
RECENT
PHOTOGRAPH
HERE (DULY
ATTESTED
PHOTO)

1. NAME OF THE CANDIDATE : _____
(In BLOCK letters)
2. Father's/Husband's Name : _____
3. Date of Birth : _____
4. Age as on 01-4-2011 : _____
5. Whether SC/ST (Please specify) : _____
6. Present Post held : _____
7. Full Address of office : _____

8. **Telephone No. of office** : _____
8. Full Residential Address : _____

9. Telephone No. of Residence : _____
9. Number of chances already availed in Common AAO Part-I Examination : _____
10. Month & year when appeared in Part-I and the Index number allotted on each occasion:

S.No.	Month/Year	Index No.	S.No.	Month/Year	Index No.
1.			4.		
2.			5.		
3.			6.		

11. Details of exemption secured in Part-I Examination:-

S.No.	Subject	Index No.	Month/Year	Marks Obtained
1.				
2.				
3.				

12. Whether passed Part-(II) Examination(if yes)
Year of passing with Index Number : _____
13. Date of Entry in Govt. Service & Designation : _____

14. Cadre to which belongs: _____ Seniority No. _____
15. Date from which continuously Pay Scale Date working in the scale of
a) Rs. 3050-4590(Pre-revised)/
Rs. 5200-20200 with grade pay Rs. 1900 (Revised) _____
b) Rs. 4000-6000(Pre-revised)/
Rs. 5200-20200 with grade pay Rs. 2400 (Revised) _____
c) Rs. 5500-9000(Pre-revised)/
Rs. 9300-34800 with grade pay Rs. 4200 (Revised) _____
16. Whether received Common A.A.O. training conducted by Controller of Accounts, Govt. of N.C.T. of Delhi (Yes/No.) : _____
17. I certify that the above particulars are correct. I further certify that I have gone through the scheme of Common A.A.O. Exam. of Govt. of N.C.T. of Delhi and agree to abide by the provisions of the scheme/Rules on the subject.

Signature of the Applicant

(Name & Designation)

Office Address: _____

Telephone No.: _____

(FOR USE IN THE OFFICE WHERE THE CANDIDATE IS WORKING)

1. Certified that the information given in the application by Sh./Smt./Km. _____ designation _____ of this Office/Department has been verified with reference to the service records and is correct.
2. Recommendation of the Head of Office with regard to the :-
- (i) Work : _____
 - (ii) Conduct : _____
 - (iii) Whether disciplinary proceedings are pending /contemplated : _____
 - (iv) Fitness of the applicant for _____

Appearing in Common AAO Part-I
Examination : _____

(SIGNATURE OF THE HEAD OF OFFICE)

Name: _____

Telephone No. _____

SEAL OF THE OFFICER

APPLICATION FOR COMMON A.A.O. (PART-II) EXAMINATION 2011
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

PART – II

STAPLE YOUR
RECENT
PHOTOGRAPH
HERE

PASTE YOUR
RECENT
PHOTOGRAPH
HERE (DULY
ATTESTED
PHOTO)

1. NAME OF THE CANDIDATE : _____
(In BLOCK letters)
2. Father's/Husband's Name : _____
3. Date of Birth : _____
4. Age as on 01-4-2011 : _____
5. Whether SC/ST (Please specify) : _____
6. Present Post held : _____
7. Full Address of office : _____

- Telephone No. of office** : _____
8. Full Residential Address : _____

- Telephone No. of Residence : _____
9. Year of passing Part-I with Index No : _____
 10. Number of chances already availed in
Common AAO Part-II Examination : _____
 11. Month & year when appeared in Part-II and the Index number allotted on
each occasion:

S.No.	Month/Year	Index No.	S.No.	Month/Year	Index No.
1.			4.		
2.			5.		
3.			6.		

12. Details of exemption secured in Part-II Examination:-

S.No.	Subject	Index No.	Month/Year	Marks Obtained
1.				
2.				
3.				

13. Date of Entry in Govt. Service & Designation : _____
14. Cadre to which belongs: _____ Seniority No. _____

15. Date from which continuously Pay Scale Date working in the scale of
a) Rs. 3050-4590(Pre-revised)/
Rs. 5200-20200 with grade pay Rs. 1900 (Revised) _____
b) Rs. 4000-6000(Pre-revised)/
Rs. 5200-20200 with grade pay Rs. 2400 (Revised) _____
c) Rs. 5500-9000(Pre-revised)/
Rs. 9300-34800 with grade pay Rs. 4200 (Revised) _____
16. Whether received Common A.A.O. training conducted by Controller of Accounts, Govt. of N.C.T. of Delhi (Yes/No.) : _____
17. I certify that the above particulars are correct. I further certify that I have gone through the scheme of Common A.A.O. Exam. of Govt. of N.C.T. of Delhi and agree to abide by the provisions of the scheme/Rules on the subject.

Signature of the Applicant

(Name & Designation)

Office Address: _____

Telephone No.: _____

(FOR USE IN THE OFFICE WHERE THE CANDIDATE IS WORKING)

1. Certified that the information given in the application by Sh./Smt./Km.
_____ designation _____
of this Office/Department has been verified with reference to the service records and is correct.
2. Recommendation of the Head of Office with regard to the :-
- (i) Work : _____
 - (ii) Conduct : _____
 - (iii) Whether disciplinary proceedings are pending /contemplated : _____
 - (iv) Fitness of the applicant for _____

Appearing in Common AAO Part-II
Examination : _____

(SIGNATURE OF THE HEAD OF OFFICE)

Name: _____

Telephone No. _____

SEAL OF THE OFFICER