

File No. PRM0M-L/1/2023-ESTT-I

Dated: 22/11/2024

**CIRCULAR**

The vacancies in the post of Lower Division Clerk falling under the Departmental Qualifying Examination (DQE) quota (10% of the vacancies) as per Notified RR, for the year 2024 is **One (01)**. The category of the vacancy is **UR**.

In pursuance of the Office Order No. 137 of 2024 in connection with the Departmental Qualifying Examination for eligible Multi-Tasking Staff [DQE-MTS] for promotion to the post of LDC in Level-2 erstwhile Pay Band-I with Grade Pay Rs.1900/-, in Directorate General of Commercial Intelligence and Statistics, Kolkata, all eligible MTS candidates are requested to submit their duly filled in Application Form at the earliest by **1:30 P.M of 29/11/2024**

The Application has to be submitted in the prescribed proforma (attached herewith) and accompanied by a forwarding letter addressed to the Director General, DGCI&S and submitted to the Receipt and Issue Section of DGCI&S by the end of the period mentioned above.

  
22/11/24  
Monojit Das  
Director

**Distribution:**

1. Notice Board
2. All concerned Multi-Tasking Staff
3. EDP Division for uploading on official Website.



**APPLICATION FOR DEPARTMENTAL QUALIFYING EXAMINATION**

01	Name of the applicant (as per the service Book and Seniority List).	
02	Employee ID.	
03	Name and year of Departmental Examination [i.e. DQE-MTS etc.]	
04	Whether the applicant fulfills the eligibility criteria prescribed under relevant Recruitment Rules for appearing in DQE-MTS.	
05	Whether the applicant is within the prescribed Age Limit i.e. 45 years for UR and 50 for SC/ST as on 1 <sup>st</sup> January of the respective year of DQE-MTS	
If Answer to 04 and 05 'Yes', fill up the following details;		
06	Date of Birth	
07	Age as on Crucial Date (1 <sup>st</sup> January, 2024)	
08	Educational qualification possessed by the candidate	
09	Year of passing the essential educational qualification [prescribed under relevant recruitment Rules]	
10	Name of University/Board from which essential educational qualification possessed	
11	Date from which the applicant continuously holds the post of MTS in DGCI&S.	
12	Indicate the language (English or Hindi) in which you wish to answer the paper.	

**DECLARATION TO BE SIGNED BY ALL THE CANDIDATES COMPULSORILY**

I do hereby declare that all statement made in this application are true, complete and correct to be best of my knowledge and belief.

Place

Date

\_\_\_\_\_  
Signature of the Candidate

