

OFFICE OF COMPTROLLER AND AUDITOR GENERAL OF INDIA
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NEW DELHI - 110124

Examination Wing

Circular No. 26 of 2019

No. 990/09-Exam/SAS/RA/CPD I&II/Prog./Annual/2019

Date: 22 October 2019

To

Heads of Department of IA&AD offices
(As per e-mail list)

Subject: Online registration for SAS/RA/I/CPD-I&II Main Exam 2019 –important points to be considered during online registration

Sir/Madam,

As informed vide Examination Wing Circular No. 23 of 2019 dated 11 October 2019, the online registration for SAS/RA/I/CPD-I&II Main Exam 2019 was commenced on 15 October 2019 with the Pre-registration process, in which Part-1 of the Registration Form was filled up and submitted online by the Examination Registration Officers (EROs) of IA&AD offices.

2. The **candidates** whose particulars have been pre-filled by their respective EROs will receive their **User ID and OTP by SMS/email on 23 October 2019**. The candidates will be required to fill up Part-2 of the Registration Form, upload latest photo/scanned signature/relevant documents in Part-3, preview the filled-in form in Part-4 and submit the same. **Instructions for filling up of Registration Form is given in Annexure-I. Last date of submission of the Registration Form by the candidates is 29 October 2019.**

3. The EROs can **simultaneously** carry on the process of **verification and validation** of the Registration Form submitted by the candidates. **This process is to be completed by 31 October 2019**. Thereafter, Heads of the Department can login with his/her User ID and Password and approve/disapprove the candidature taking into consideration the relevant orders/instructions with regard to eligibility, chance, branch, exemption claimed, etc.

Important points to be considered during the online registration process and subsequent validation of data/approval of candidature are given in Annexure II.

4. C&AG's MSO (Admn) Vol-I and orders/circulars related to SAS/RA/I/CPD-I&II Main Examination 2019 issued by Headquarters' Office should be taken into consideration during the process of validation/approval of candidature. Once a candidate is registered, his/her chance will be treated as having availed of. Therefore, accuracy of the facts must be ensured and duplication in registration should also be avoided. **Check-list**, as shown in **Annexure III**, in this regard is required to be submitted online at the time of HoD approval.


5. Common errors/issues noticed during the registration process for earlier examinations are highlighted below for guidance of all concerned:

- ❖ Mismatch of candidate's personal details like name, father's name, category, date of birth, etc. with service records
- ❖ Incomplete/incorrect/delayed registration
- ❖ Registration of ineligible candidates
- ❖ Incorrect selection of group (Group-I / Group-II / Both)
- ❖ Non-claiming of exemption in certain papers
- ❖ Non-disclosure/ Incorrect entry of Latest Index Number

All these clearly indicate that the particulars of the candidates were not checked properly by the field offices while approving the candidature for the examination. It is, therefore, emphasised that correctness of the particulars of the candidates entered in the Registration Form should be verified from the service books and other related records in order to avoid input of wrong data.

6. Receipt of this circular may please be acknowledged by email to examsection@cag.gov.in. This will be uploaded on CAG's website. **No hard copy of this circular will be sent.**

Yours faithfully,



(Manish Kumar)

Director General (Exam)

SAS/RAI/CPD-I&II Main Examination 2019

Instructions for filling up of Registration Form

(FOR CANDIDATES)

- ≡ Click the link below
<https://cagi.azurewebsites.net>
- ≡ Click on **Candidate Login**
- ≡ Enter your User ID and Password received through SMS/email
- ≡ Change the password and Re-login (USE ONLY ALPHABETS AND NUMBERS IN PASSWORD)
- ≡ Select the Examination in which you intend to appear
- ≡ Enter your Latest Index Number (MANDATORY IF YOU HAVE REGISTERED FOR THE SELECTED EXAM ANYTIME DURING 2010 TO JUNE 2019)
- ≡ Click on the Check box and **Save & Continue**
- ≡ Check Part 1 Candidate's Profile (filled by your office)
- ≡ Click on the Check box and **Save & Continue**
- ≡ Fill up Part 2 of the Registration Form
- ≡ Click on the DECLARATION Check box and **Save & Continue**
- ≡ Upload latest Photograph, scanned signature and relevant documents in Part 3 of the Registration Form
- ≡ Preview the duly filled-in form in Part 4
- ≡ **Submit & Print**

Enclosed

Step-by-step instructions to fill up Part 2 of Registration Form for SAS Examination

Instructions for filling up of Part II of Registration Form for SAS Examination 2019

SL. NO.	FIELD NAMES	FOR FRESHER	FOR REPEATER
1.	NAME OF THE EXAMINATION	Select Exam you intend to appear	Select Exam you intend to appear
2.	BRANCH	Select Branch according to your Cadre Controlling Authority	Displayed by system
	SWITCH OVER BRANCH	Select switch over Branch only if HQtrs' permission obtained (UPLOAD DOC)	Select switch over Branch only if HQtrs' permission obtained (UPLOAD DOC)
3.	GROUP TO APPEAR	Select Gr I/ Gr II /Both	Select Gr I/ Gr II /Both
4.		THIS IS INTENTIONALLY LEFT BLANK	THIS IS INTENTIONALLY LEFT BLANK
5.	CADRE CONTROLLING AUTHORITY (CCA)	Select your Cadre Controlling Authority from the list	Select your Cadre Controlling Authority from the list
	DATE OF JOINING THE CCA	Select Date of Joining your present CCA	Required if joined on Mutual Transfer
	DATE OF COMPLETION OF PROBATION	Select Date of Completion of Probation	NOT REQUIRED
	WHETHER HE/SHE HAS JOINED ON MUTUAL TRANSFER	Select Yes/No (as the case may be)	Select Yes/No (as the case may be)
6.	CHANCES AVAILED	Displayed as "0" by system	Displayed by system
7.	EXEMPTION FOR NON-SAS EXAMS	Select Paper in which exemption sought and enter details as applicable (UPLOAD DOC)	Select Paper in which exemption sought and enter details as applicable (UPLOAD DOC)
	EXEMPTION FOR PRE-CBT EXAMS	Select Paper in which exemption sought and enter details as applicable (UPLOAD DOC)	NOT APPLICABLE
	EXEMPTION FOR SAS EXAM FOR CBT	Not-applicable	Displayed by system

SAS/RA/I/CPD-I&II Main Examination 2019**IMPORTANT POINTS TO BE CONSIDERED DURING ONLINE REGISTRATION****► Fresh candidate and Repeater – definitions**

- ≡ An official will be considered a **FRESH CANDIDATE** for SAS/RA/I/CPD-I&II Exam 2019 if he/she **has not been registered earlier** (i.e. during the period from 2010 to June 2019) for the exam selected by him/her.
- ≡ An official will be considered a **REPEATER** for SAS/RA/I/CPD-I/CPD-II Exam 2019 if he/she **has been registered earlier** (i.e. during the period from 2010 to June 2019) for the exam selected by him/her.

► Latest Index Number – mandatory for repeaters

- ≡ NOT APPLICABLE For Fresh candidates
- ≡ **REPEATERS** must enter their **Latest Index Number** for the selected exam correctly. Non-furnishing or incorrect entry of Latest Index Number by the candidate may lead to cancellation of candidature and consequent actions as per rules.

► Branch

- ≡ Fresh candidates are required to **SELECT** their BRANCH according to their Cadre Controlling Authority (CCA).
- ≡ In case of Repeaters, their BRANCH will be **displayed by the system**

► Chance

- ≡ For Fresh candidates CHANCES AVAILABLE will be shown as “0” (ZERO)
- ≡ In case of Repeaters, CHANCES AVAILABLE will be **displayed by the system** either by number or by alphabet (e.g. A = 01, B = 02.....)
- ≡ Normal number of chances for passing the SAS/RA/I/CPD-I&II Examination is six. However, candidates who have exhausted the six chances and have cleared at least five papers of SAS Examination, shall be given four additional consecutive chances.
- ≡ Candidates who have exhausted all the permissible number of chances are not allowed to appear in the SAS/RA/I/CPD-I&II Exam 2019.

► Exemption - in exams held in CBT mode

- ≡ NOT APPLICABLE For Fresh candidates
- ≡ In case of Repeaters, EXEMPTION (i.e. papers in which he/she secured exemption marks in examinations held in CBT mode during 2010 to June 2019) will be **displayed by the system**
- ≡ A candidate who has exhausted all the permissible number of chances shall not be eligible to claim exemption in any paper in the SAS/RA/I/CPD-I&II Main Examination 2019.

► Cut-off date

- ≡ The eligibility of the candidates for appearing in the SAS/RA/I/CPD-I&II Main Examination 2019 will be based on the cut-off date of 1st September 2019.

ADDITIONAL POINTS TO BE CONSIDERED

1. SAS Examination

► Eligibility

- ≡ Direct Recruit AAOs shall have to qualify SAS Exam in respective branches for confirmation and regular appointment as Assistant Audit Officer, during the period of probation, which is ordinarily 2 years.
- ≡ Fresh candidates (other than Direct Recruit AAOs and Adhoc Assistant Accounts Officers) who have put in minimum of 2 years of continuous service in a particular field office of IA&AD and who have successfully completed their probation period as on 1st September 2019 are eligible to appear for SAS Exam 2019. Accordingly, candidates will be required to select their present Cadre Controlling Authority (CCA) along with date of joining the CCA and the date of completion of probation.
- ≡ A candidate (Fresher/Repeater) who have joined in a particular field office of IA&AD on Mutual Transfer will be required to complete 2 years in the new office (CCA) in order to be eligible to appear in the SAS Exam. Exemption, if any, secured by a candidate in any paper earlier will be carried forward and chances availed will be counted while registering for SAS Exam 2019 from the new office on completion of the compulsory waiting period of 2 years.

► BRANCH

- ≡ Fresh candidates are required to select the Branch appropriate to their Cadre controlling office e.g. candidates belonging to Commercial Audit offices should select Commercial Audit. Similarly those belonging to Railways Audit/ Defence Audit/ P&T Audit/ Civil Audit/ Local Audit/ Civil Accounts offices should select their branch accordingly. However, Hindi Translators of Rajbhasha (All India) Cadre who will register for the first time for SAS Examination are allowed to select a branch of their choice.
- ≡ Switch over of branch will require prior permission of Headquarters' Office (HQ) – granted by Commercial Audit Wing for switch over to Commercial Audit branch and by Examination Wing for switch over to any other branch. If a candidate (Fresher/Repeater) selects SWITCH OVER OF BRANCH, he/she will be required to upload HQ's letter granting such permission.
- ≡ Eligible officials of A&E offices who have exercised the option for switching over to Civil Audit branch in terms of Exam Wing Circular No. 7 of 2019 must upload the OPTION FORM submitted by them to their respective offices in terms of Exam Wing Circular No. 19 of 2019.

► **Chance**

- ≡ Candidates who have exhausted the six chances and have cleared at least five papers of SAS Examination, shall be given four additional consecutive chances. The four additional chances shall be counted immediately from the next SAS examination and lapse after conclusion of four consecutive SAS Examinations in which the official had the option to appear, irrespective of the fact whether he/she appears or not.

► **Exemption**

- ≡ Candidates claiming exemption in PC-14 / PC-15 / PC-16 paper(s) in SAS Exam 2019 on the basis of passing Non-SAS Exams ICWA, DAGE, etc. are required to **upload scanned copy of the certificate issued by the institution concerned** duly attested by the Sr. A.O. (Administration) of his/her office. For Divisional Accountants Grade Examination (DAGE) held by PAG/AG, a certificate to this effect confirming the Index Number and Year of passing is required to be obtained from the office concerned.
- ≡ A candidate claiming exemption in any paper in SAS Exam 2019 on the basis of passing SOGE/SAS Exam papers in **Pre-CBT mode** are required to **upload a certificate** from his/her office confirming his/her Pre-CBT Index Number, Year and Paper in which exemption secured.

2. Revenue Audit Examination (for Audit offices)

► **Eligibility**

- ≡ One year of continuous service in Revenue Audit Branch as SAO/AO/AAO or after having the prescribed training in Revenue Audit
- ≡ Direct Recruit AAOs are eligible for Revenue Audit training after completion of one year of regular service after confirmation as AAO. Departmental officials promoted as AAO are eligible for Revenue Audit training after one year of continuous service

► **BRANCH**

- ≡ Fresh candidates are required to select their Branch according to their CCA. For Repeaters, their branch will be displayed by the system.
- ≡ Option for Section II of the paper RAE 2 Goods and Services Tax and Branch Specific Revenues will be displayed according to branch based on the revised syllabus notified vide Exam Circular No. 17 of 2019. For Commercial Audit and Civil Audit (including Local Audit and ESM&SD Audit) branches, Section IIA of RAE 2 paper will be applicable.

► **Exemption**

- ≡ Exemption in the papers of Revenue Audit Exam 2019 will be based on Exam Wing Circular Nos. 18 & 24 of 2019.

3. Incentive Examination (for A&E offices)

► **Eligibility**

- ≡ SAO/AO/AOs/AAO(RT)/Sr DAO/DAO Gr-I of A&E Offices with one year of continuous service in the grade are eligible.

► **Exemption**

- ≡ Under CBT mode, PC-3 & PC-4 papers of SAS Examination are same as IE-3 & IE-4 papers of Incentive Examination. Hence, those who have secured exemption in PC-3 and PC-4 papers in CBT mode of SAS Examination are not required to appear in IE-3 & IE-4 papers.
- ≡ Officials who have passed the erstwhile SOGE/SAS Examination with “Computer Systems” paper in Pre-CBT mode are also not required to appear in IE-3 & IE-4 papers.

4. CPD-I & CPD-II Examinations

► **Eligibility**

- ≡ SAO/AO and Sr DAO are eligible to appear in CPD-I Exam 2019.
- ≡ AAO/AAO(RT) and DAO Gr-I who have completed four years continuous service in the grade are eligible to appear in CPD-I Exam 2019.
- ≡ CPD-II Exam 2019 can be taken after four years have elapsed from qualifying CPD-I Exam.

Disclaimer: This document is not exhaustive. It is meant only to facilitate the online registration for SAS/RA/I/CPD-I&II Main Examination 2019. C&AG's MSO (Admn) Vol- I and circulars/orders/instructions issued by the Office of the C&AG of India from time to time should be referred to for all purposes.

SAS/RAI/CPD-I&II Main Examination 2019

Checklist for approval of candidature by Head of the Department

(Please click the check boxes below)

- ☐ The data entered in the online registration form have been verified with the service books and related records and found to be correct.
- ☐ Cadre Controlling Authority has been correctly selected by the candidates in Part 2 of the Registration Form.
- ☐ The eligibility criteria for different examinations as provided in CAG's MSO (Admn) Vol. I and related instructions issued by Headquarters' Office have been duly considered.
- ☐ It has been ensured that
 - Direct Recruit AAOs have completed their training
 - Departmental candidates, particularly those who have joined on mutual transfer, have completed their probation as well as 2 years of service under their present Cadre Controlling Authority as on the cut-off date.
- ☐ Particulars of candidates given exemption for non-completion of training for SAS Examination and Revenue Audit Examination have been forwarded to Examination Wing of Headquarters' in accordance with Examination Wing Circular No. 1 of 2019.
- ☐ All cases of switch over have been thoroughly checked and permission letter of Headquarters' office uploaded by the candidates have been verified.
- ☐ Original certificates of Non-SAS Examination like CA, ICWA, etc. have been verified in respect of candidates claiming exemption in papers of SAS Examination and copy of the certificates have been uploaded.
- ☐ Details of exemption claimed by candidates in the papers IE-3 and IE-4 on account of passing papers on 'Computer systems' in SOGE (Pre-CBT) have been verified and a certificate to this effect has been uploaded wherever applicable.