

**OFFICE OF THE ACCOUNTANT GENERAL (Audit-I)
ODISHA: BHUBANESWAR**

OOO No :236

date:31.08.2021

Sub: - Calling for applications for Departmental Examination for 12th passed Multi-Tasking Staff in IA&AD for promotion to Clerks Cadre to be held in September 2021.

The Departmental Examination for 12th passed Multi-Tasking Staff for promotion to Clerk cadre will be held in the month of September 2021. The serving 12th passed Multi-Tasking Staffs who have put in three years of continuous service as on 01.09.2021 and have attained the maximum age of 45 years or below (50 years for SC/ST candidates) are eligible to appear the above examination. The details of the said examination are as under:-

Sl. No.	Paper/Subject	Duration	Maximum marks.
1	English/Hindi	2 hours	100
2	Arithmetic and Tabulation	2 hours	100
3	General Knowledge and Office Procedure	1 hour	100

Eligible 12th passed Multi-Tasking Staffs may submit their applications for appearing the above examination as per the enclosed proforma on or before **08.09.2021** in Trg & Exam. (Au-I) Section. The candidates may collect the application form from the Trg & Exam (AU-I) section. The application form can also be downloaded from the official website (agodisha.gov.in).

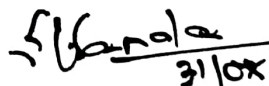
The candidates who will come out successful in the above examination will have to pass the Departmental Skill Test (on computer) meant for serving Clerks. The date of examination will be intimated in due course.

Encl.:- As above.

Sd/-
Dy. Accountant General (Admn)

Copy forwarded for kind information and necessary action to:-

1. Secy. to AG (Au-I) / PAG.(Au-II) Odisha
2. Steno to Sr. DAG/DAG-AMG- I/AMG-II/AMG-III/AMG-IV/AMG-V/Admin O/o the AG(Au-I)
3. Steno to DAG-Admin/AMG-I/AMG-II/AMG-III O/o the PAG (Au-II)
4. Steno to DD/CRA
5. Branch Officer in-charge of OE (Br), O/o the DAG (AMG-II), Puri.
6. Sr. AO/Admin (Au-II) /Trg.with a request to circulate this OOC among all sections of O/o the PAG (Au-II) and to forward the applications so received to the Sr. AO/Trg& Exam (Au-I) on or before 08.09. 2021.
7. B.O./Admin./Confidential Cell/OE/OM/ Estate Cell/Report(PAC)/Report (M)/ITA/AMG-I/AMG-II/AMG-III/AMG-IV/AMG-V/Welfare /Legal Cell
8. BO /Admin/Co-ordination, DD (CRA) with the request to circulate this OOC among all sections of O/o the PD/CRA (Odisha Branch Bhubaneswar) and to forward the applications so received to the Sr. AO/Trg& Exam (Au-I) on or before the 08.09. 2021.
9. AAO /DA & R. Cell with the request to upload this in office website
10. Notice Board Main Office/Puri office.
11. OOC Guard file


31/08/2021
Sr. Audit Officer/Trg & Exam

FORM OF APPLICATION FOR DEPARTMENTAL EXAMINATION FOR 12TH
PASSED MULTI-TASKING STAFF (MTS) FOR PROMOTION AS CLERKS TO BE
HELD IN SEPTEMBER 2021.

1	Name & Designation of the official	
2	UID No of the Official	
3	Office/Section to which attached	
4	Date of Birth as per Service Book	
5	Date of Joining in the office	
6	Whether 3 years of continuous service as on 01.09.2021 completed	
7	Total Period of Service as on 01.09.2021	
8	Sl.No & Page No of Gradation List of March-2020	
9	Whether intends to write the paper in Hindi or English	
10	Whether his/her qualification as 12 th passed has been accepted by office. (If so, a copy of the office orders/ No. and date may be attached).	
11	Whether SC/ST	
12	Contact Number	
13	Signature with date.	
14	Recommendation of Branch Officer.	