

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

Dt: 02.11.2021

OOC NO:377

**Sub:- Calling for applications for speed test in Shorthand at 100/120 w.p.m from the Stenographers**

Pursuant to Headquarters Letter No. 191-Staff (Estt) (Tule) A.R. 03-2021 dt 31.08.2021 applications are invited from intending Stenographers to appear speed test in Shorthand at 100/120 w.p.m.

The stenographers who are recruited on the basis of speed test in the short hand at 80 words per minute (w.p.m) will get one advance increment on qualifying speed test in short hand at 100 w.p.m and will get one more advance increment if qualifies the speed test in Short hand at 120 w.p.m. Stenographers who are recruited on the basis of speed test in the short hand at 80 w.p.m, if directly qualifies the speed test in Short hand at 120 w.p.m., shall be granted two advance increments

Intending stenographers may submit their applications in the enclosed proforma to the Trg. & Exam(Au-I) Section on or before 11.11.2021. The candidates of PAG(AU-II) & DD/CRA should submit their applications through their respective Admn sections. Applications can not be withdrawn after submission.

Sd/-

**Dy. Accountantant General/Admn**

Copy for kind information and necessary action forwarded to:-

1. Secy to AG (Au-I) / PAG (Au-II) Odisha.
2. Steno to Sr. DAG/AMG IV. AMG-II/ AMG-III/, O/o the AG(Audit-I)
3. Steno to DAG Admn/AMG-I/AMG-V O/o the AG(Au-I)
4. Steno to .DAG/ Admn/AMG I/ AMG-II/ AMG-III, O/o the Pr. AG( Audit-II)
5. Steno to Dy. Director( CRA) O/o the DG ( Audit) /Central Hyderabad, Odisha branch, Bhubaneswar.
6. B.O./Admn./AG Sectt
7. B.O./Admn/Trg & Exam, O/o the Pr.AG( Audit-II) with a request to circulate this OOC to all concerned and to forward the applications so received to the SR.AO Trg. & Exam ( Au-I) on or before 011.11.2021.
8. Branch Officer in-charge of OE (Br), O/o the Sr. DAG (AMG-II) Puri.
9. BO/Admn./CA-Coord to all concerned and to forward the applications so received to the SR.AO Trg. & Exam ( Au-I) on or before 11.11.2021
10. AAO /DA & R. Cell with the request to upload this in office website
11. Notice Board Main Office/Puri office.
12. OOC Guard file

*[Handwritten Signature]*  
02/11/2021

Sr. Audit Officer/Trg & Exam

## Application Form for Stenographer's the Proficiency Test

01	Full name of the stenographer as per Service Book	
02	Date of Birth ( As per Service Book)	
03	Father's Name (As per Service Book)	
04	Date of Joining	
05	Sl. No & page No of Gradation -2020	
06	Mention the Speed of shorthand at the time of recruitment	
07	Indicate the speed at which you wish to take the short hand test	
08	Whether earlier taken part in shorthand speed test. If yes mention the year/speed of test in which appeared.	
09	Medium of answering the papers	
10	Email-Id	
11	Contact Number	
12	Full signature of the candidate	
13	Recommendation of the Branch Officer/Admn	

Signature of the candidate:

Recommendation of the Branch Officer/Admn