

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II)  
ODISHA :: BHUBANESWAR**

**Circular**

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

Pursuant to Memo No. Trg & Exam/02//01/2021-22/212 dated 02.11.2021 of O/o the AG (Au-I), applications are invited from intending Stenographers to appear in the speed test in Shorthand at 100/120 w.p.m.

The OOC No. 377 dated 02.11.2021 of Office of the AG (Audit-I) and the application form is attached. Eligible candidates are requested to submit their applications in the enclosed format to the Training & Examination Section (Au-II) **on or before 10.11.2021**. Applications received after due date will not be entertained under any circumstances.

Sd/-

**Sr. Audit Officer/Trg. & Exam**

**Memo No. Trg. & Exam (Audit-II)/20/Circular/Shorthand/2021-22/125      Date: 02.11.2021**

Copy forwarded for information and necessary action to:

1. Secy. to Pr. Accountant General (Audit-II)
2. PA to DAG (Admn/AMG-I/AMG-II/AMG-III)
3. B.O. I/C Admn
4. B.O. I/C of EDP Cell with a request to upload the circular to office website
4. Notice Board/Spare copy

Stcharya

**Sr. Audit Officer/Trg. & Exam**

Training & Examination OS No. 1022/11.2021

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

OOC NO:377

Dt: 02.11.2021

**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 (List) (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 Applications can not be withdrawn after submission.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. Accountant General/Admn**

Acharya  
02/11/2021

AAO/T&E

Memo No.Trg. & Exam. /02//01/21-22/212

Date: 02.11.2021

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 01.11.2021.
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

*S. B. Panda*  
02/11/2021

**Sr. Audit Officer/Trg & Exam**