

प्रधान महालेखाकार का कार्यालय (लेखापरीक्षा-II)

ओडिशा :: भुवनेश्वर

परिपत्र

विषय: आशुलिपिकों से आशुलिपि में 100/120 शब्द प्रति मिनट की गति परीक्षण के लिए आवेदन के संबंध में।

महालेखाकार का कार्यालय (लेखापरीक्षा-I) के ज्ञापन सं. प्रशिक्षण एवं परीक्षा/02//01/2021-22/212 दिनांक 02.11.2021 के अनुसरण में, आशुलिपि में गति परीक्षण में उपस्थित होने के लिए इच्छुक आशुलिपिकों से आवेदन आमंत्रित किए जाते हैं।

कार्यालय महालेखाकार (लेखापरीक्षा-I) का का.आ.सी. संख्या 377 दिनांक 02.11.2021 और आवेदन प्रपत्र संलग्न है। योग्य उम्मीदवारों से अनुरोध है कि वे अपने आवेदन संलग्न प्रारूप में प्रशिक्षण और परीक्षा अनुभाग (लेखापरीक्षा -II) को दिनांक 10.11.2021 या उससे पहले जमा करें। नियत तिथि के बाद प्राप्त आवेदनों पर किसी भी परिस्थिति में विचार नहीं किया जाएगा।

हस्ता /-

व.ले.प.अ./ प्रशिक्षण व परीक्षा

मेमो संख्या. प्रशि. व परी. (ले. प.-II)/20/परिपत्र/आशुलिपि/2021-22/125

दिनांक: 02.11.2021

प्रति सूचना एवं आवश्यक कार्रवाई के लिए अग्रेषित की गई:

1. प्रधान महालेखाकार (लेखापरीक्षा-II) को सचिव द्वारा
2. उपमहालेखाकार (प्रशासन/ए.एम.जी.-I/ए.एम.जी.-II/ए.एम.जी.-III) को पी.ए. द्वारा
3. प्रशासन के प्रभारी शाखा अधिकारी
4. ई.डी.पी. के प्रभारी शाखा अधिकारी को कार्यालय की वेबसाइट पर परिपत्र को अपलोड करने हेतु
5. सूचना पट्ट /अतिरिक्त प्रति

शुभस्मिता झावार्थ

व.ले.प.अ./ प्रशिक्षण व परीक्षा

**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

OOO 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. Accountantant 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

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