



ସାଧାରଣ ଗଣତନ୍ତ୍ର
Dedicated to Truth in Public Interest

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

Circular

Sub: - Departmental Quarterly Skill Test for the serving Clerks/12th Standard passed MTS. (March-2022)

Applications are Invited for the Departmental Skill Test on computer for the serving Clerks and 12th Standard passed Multi-Tasking Staffs to be held in the month of March- 2022.

Serving Clerks who have not yet passed the Skill Test (previously termed as Type Test) on computer and 12th Standard passed MTS, who intend to appear in the Departmental Examination for promotion as Clerk may submit their applications in the enclosed formats to the Trg.& Exam. Section, O/o the Accountant General (Audit-I), Odisha, Bhubaneswar on or before 19.02.2022. Applications received after due date will not be entertained under any circumstances.

Passing the skill test is mandatory for serving Clerks (except direct recruit Clerks) & failing which they would not earn any increment nor become eligible for promotion to the post of Auditor. Passing the skill Test, inter-alia, is also a pre-condition for eligibility to appear in other Departmental Examinations such as the D.E.A & the SAS Examination.

A typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer will be required for qualifying the type test. (35 words per minutes and 30 words per minute correspond to 10500 Key Depressions per hour/9000 Key Depressions per hour respectively on an average of 05 key depressions for each word).

Sd/-

Sr. Audit Officer/Trg. &Exam

Memo No. Trg. & Exam//02/03/2021-22/348

Date:08.02.2022

Copy for kind information and necessary action forwarded 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 Sr.DAG (AMG-II), Puri.
6. Sr. AO/Admin and T&E (Au-II) with the 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 the 19.02. 2022.
7. Sr. AO/Admin (CRA) with the 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 the 19.02. 2022.
8. B.O./Admin./Confidential Cell/OE/Estate Cell/Report(PAC)/Report (M)Report LB/ITA/AMG-I/AMG-II/AMG-III/AMG-IV/AMG-V/Welfare /OM / Hindi Cell.
9. AAO/Legal Cell.
10. AAO/DA &RC with a request to upload the OOC in Office website.
11. Notice Board Main Office/Puri office.
12. OOC Guard file

S. Kanda
08/02/2022
Sr. Audit Officer/Trg. & Exam.

Memo No. Trg (Audit-II)/20/Dept. Exam/Skill Test/2021-22/194

Date: 15.02.2022

Copy forwarded for information and necessary action to:

1. Secy. to Pr. Accountant General (Audit-II)
2. DAG (AMG-I & Admn/AMG-II/AMG-III)
3. B.O. I/c Admn. (OE/OM/ITA)/AMG-I (Report/Tech./Vetting)/AMG-II (Co-ord)/AMG-III (Report/Tech./Vetting)
4. BO I/c EDP Cell with request to upload the OOC and Application Form on Office website.
5. Notice Board/Spare copy

Acharya
Sr. Audit Officer/Trg. & Exam

FORM OF APPLICATION FOR
DEPARTMENTAL SKILL TEST ON COMPUTER, March-2022

1. Name & UID No of the Applicant. :
2. Designation :
3. Educational qualification :
4. SL. No. of Gradation list as of March, 2020 :
5. Date of Joining /promotion :
6. Name of the Office/ Section :
7. State the Medium English or Hindi :
8. Signature of the Applicant. :
9. Contact No. :
10. Recommendation of the Branch Officer :