

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)-I, MAHARASHTRA

No. Admn- I/Exam/12th pass MTS_Clerk/333

Date: 12-09-2022

CIRCULAR

The departmental examination for 12th passed MTS for promotion as Accounts Clerks is scheduled to be held on 29-09-2022 and 30-09-2022. The MTS who are 12th passed and have put in three years continuous service as on 01-09-2022 are eligible to appear for the examination. Only those Multi Tasking Staff who are having original 12th passing certificate from recognized Board can apply for the said examination. There is no limit in the number of chances, a candidate may avail for the examination.

The eligible officials will have to appear for 3 papers viz., Paper-I: English/Hindi, Paper-II: Arithmetic & Tabulation and Paper-III: General Knowledge & Office Procedure. The standard of question papers I & II will be approximately that of 12th standard examination of Board/University. Consequent upon change of pattern of departmental examination to MCQ mode, each paper will consist of 100 MCQ of one mark each for duration of two hours. No books are allowed in MCQ pattern. As per Headquarters Office Exam wing Circular No. 01 of 2022 dated 06-01-2022, for testing of language skills in English/Hindi, the examination will be conducted with the existing pattern of descriptive mode. The exemption secured by the candidate in respective paper/subject is allowed as per extant rule. A candidate who secures 45% marks in any paper(s) would be exempted from appearing in that paper(s) in the subsequent examinations. Further, negative marking to the extent of 0.25 mark (25 percent) for each wrong answer is introduced to maintain quality and guard against guess work.

The candidates will also have to take a typing test which will be held once in a quarter by the orders of the Principal Accountant General. A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer will be required for qualifying the typing test. The passing of typing test is mandatory for Accounts Clerks. They will become eligible for promotion as Accounts Clerks after passing the written examination.

The eligible candidates who intend to appear for the above mentioned examination should submit their applications in the enclosed prescribed format to Admn-I Section on or before **16-09-2022**.

(Authority: Principal Accountant General's Order dated 09-09-2022)

Sd/-

Sr. Accounts Officer/Admn-I

No. Admn- I/Exam/12th pass MTS_Clerk/333 A

Date: 12-09-2022

Copy forwarded for information and necessary action to:-

1. Secretary to the Principal Accountant General
2. Private Secretary to the Principal Accountant General
3. Stenographer-I to the Group Officers
4. All Branch Officers
5. All Assistant Accounts Officers/Supervisors. They are requested to bring the contents of the circular to the notice of staff working under them and ensure that the applications of willing officials reach Admn-I Section on or before **16-09-2022** positively.
6. The Branch Officer/EDP (SG) for uploading the circular in office website
7. Branch Officer/Record-II for circulation
8. Guard file/Spare copies (Notice Board)

Uthairabadi

Sr. Accounts Officer/Admn-I

**APPLICATION FOR DEPARTMENTAL EXAMINATION FOR 12TH PASSED
MULTI TASKING STAFF FOR PROMOTION AS ACCOUNTS CLERK**

1	Name in full (In CAPITAL LETTERS)	
2	Designation	
3	Whether SC/ST/General	
4	Educational Qualification (Copy of 12 th pass certificate from recognized Board must be enclosed)	
5	Date of continuous appointment in Government service	
6	Section in which currently working	
7	Mobile Number	

Date:

Signature of the candidate

Forwarded through:

Branch Officer/..... Section