



प्रधान महालेखाकार (ले.प.1) का कार्यालय, केरल, तिरुवनंतपुरम
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT I),
KERALA, THIRUVANANTHAPURAM



No.Au./Admn.II/12-42/

Date : 11.08.2022

परिपत्र / CIRCULAR No.30

The speed test in shorthand at 100/120 words per minute for Stenographers is scheduled to be conducted at Main Office, Thiruvananthapuram on 27.09.2022 (10.00 AM).

Sr.PS/PS/Steno Gr.I (C) /Steno Gr.II (D) who have completed their probation are eligible to appear for the speed test in shorthand. The number of chances admissible is three. The advance increment will be granted to the official on the date of passing the test. The duration of the Speed Test for 100 words per minute is dictation of 10 minutes in English or Hindi at the speed of 100 words per minute. The transcription period in Computer is 40 minutes in English and 55 minutes in Hindi. The duration of the Speed Test for 120 words per minute is dictation of 10 minutes in English or Hindi at the speed of 120 words per minute. The transcription period is 30 minutes in English and 45 minutes in Hindi.

Eligible candidates may submit their application in the proforma enclosed to Administration Section (Audit I) **on or before 25.08.2022**

(Vide orders dated 10.08.2022 of Principal Accountant General)

Sd/-
SENIOR AUDIT OFFICER/ADMN.

To

1. Notice Board
2. Sr.AO/Admn.(Audit II)
3. All Branch Offices/RA offices
4. C.Cell/IA/Hindi Cell

PROFORMA

- 1 Name & Employee ID :
- 2 Section in which working :
- 3 Date of joining service :
- 4 Date of completion of probation :
- 5 Whether appearing for speed test in shorthand at 100/120 words per minute :
- 6 Whether qualified earlier in speed test and drawing advance increment :
- 7 Medium opted for speed test : **English/Hindi**

Place:

Date :

SIGNATURE OF CANDIDATE