

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

No. Admn-I/Exam/Shorthand Speed Test/342,

Date: 16-09-2022

CIRCULAR

As per the directions of Headquarters Office vide Examination Wing's Circular No. 05 of 2021 and Circular No. 14 of 2022, the qualifying speed test in Shorthand at 120 w.p.m. for grant of advance increment to PS/Stenographers of this office is scheduled to be held on 22-09-2022 between 11.00 a.m. to 12.00 p.m. in the Training Hall on the third floor of this office keeping in view of the social distancing norms and Covid-19 protocols.

As per Headquarters Office Circular No. 14 of 2022 dated 30-06-2022, the stenography test will consist of a dictation of 10 minutes in English at the speed of 120 w.p.m. The transcription period is 30 minutes in English.

Only three chances are admissible to the candidates to appear for the Shorthand Speed Test and qualify for the advance increment. The candidate who qualifies at 120 w.p.m. in the test will be granted two increments from the date of passing the test. The advance increments will not be absorbed in future increments.

Application (in the prescribed proforma enclosed) is invited from eligible official for shorthand speed test at 120 w.p.m.

(Authority: Principal Accountant General's Order dated 16-09-2022)

Sd/-

Deputy Accountant General/Admn

Encl: Proforma of application

No. Admn-I/Exam/Shorthand Speed Test/342-A

Date: 16-09-2022

Copy forwarded for information and necessary action to:

1. Secretary to Principal Accountant General
2. Private Secretary to Principal Accountant General
3. Stenographer-I to all Group Officers
4. Branch Officers, Admn-II/Establishment/IAD/Training
5. Pay and Accounts Officer, (Audit-I), Mumbai
6. Branch Officer, EDP (SG) to upload in office website
7. Spare copies/ for Notice Board

Uthainabadi
16/09/22

Senior Accounts Officer/Admn-I

204-EDP

APPLICATION FOR SPEED TEST IN SHORTHAND
FOR PRIVATE SECRETARY TO PRINCIPAL ACCOUNTANT GENERAL

1	Name in full (In CAPITAL LETTERS)	
2	Designation & Branch	
3	Date of birth	
4	State the medium (whether English or Hindi) in which the shorthand speed test will be taken	
5	Indicate the speed (w.p.m.) at which the shorthand speed test will be taken	
6	Signature of the candidate	
7	Date	

Forwarded through:

Group Officer/Branch Officer