

प्रधान महालेखाकार (लेखापरीक्षा I) का कार्यालय, ओडिशा, भुवनेश्वर
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (Audit-I)
ODISHA: BHUBANESWAR

परिपत्र/ Circular

विषय.- सेवारत क्लर्कों / 12 वीं कक्षा उत्तीर्ण एमटीएस के लिए विभागीय त्रैमासिक कौशल परीक्षा। (सितंबर-2022)
Sub: - Departmental Quarterly Skill Test for the serving Clerks/12th Standard passed MTS. (December-2022)

Applications are invited for the Departmental Skill Test on computer for the serving Clerks and 12th Standard passed Multi-Tasking Staff to be held in the month of December - 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 through proper channel in the enclosed proforma to the Trg.& Exam. Section, O/o the Pr. Accountant General (Audit-I), Odisha, Bhubaneswar on or before 2/12/2022. Applications received after due date will not be entertained under any circumstance.

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 & 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 minute and 30 words per minute correspond to 10500 Key Depression per hour/ 9000 Key Depressions per hour respectively on an average of 5 key depressions for each word).

हस्ता/-

वरिष्ठ लेखापरीक्षा अधिकारी (प्रशिक्षण एवं परीक्षा)

Sr. Audit Officer (Trg.& Exam)

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्रवाई हेतु अग्रेषित/Copy for kind information and necessary action forwarded to:-

1. Secy. to PAG (Au-I) / AG (Au-II) Odisha
2. Steno to Sr. DAG/DAG-AMG- I/AMG-II/AMG-III/AMG-IV/AMG-V/Admin O/o the PAG(Au-I)
3. Steno to DAG-Admin/AMG-I/AMG II/AMG-III, O/o the AG (Au-II)
4. Steno to Director, CRA, Odisha, Bhubaneswar (branch Office)
5. Branch Officer in-charge of OE (Br), O/o the DAG (AMG-II), Puri.
6. Sr. AO/Admn /Trg. & Exam, O/o AG (Au II) with request for wide circulation and to forward the applications to Sr. AO/Trg & Exam (Au-I) on or before 2/12/2022.
7. B.O./Admin./Confidential Cell/OE/OM/ Estate Cell/Report(PAC)/Report (M)/AMG-I/AMG-II/AMG-III/AMG-IV/AMG-V/Welfare /Legal Cell, O/o PAG (Au I)
8. BO /Admin/Co-ordination, Dir. (CRA) with request for wide circulation and to forward the applications to Sr. AO/Trg & Exam (Au-I) on or before 2/12/2022.
9. AAO /DA & R. Cell with the request to upload this circular in office website
10. Notice Board Main Office/ Puri office.
11. OOC Guard file

सहायक लेखापरीक्षा अधिकारी (प्र एवं प)
Asst. Audit Officer/Trg& Exam

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

1. Name of the Applicant. :
2. Employee ID No :
3. Designation :
4. Educational qualification :
5. Sl no. of Gradation list as of March, 2020 :
6. Date of Joining /promotion :
7. Name of the Office/ Section :
8. Medium of answering (English/Hindi) :
9. Signature of the Applicant. :
10. Contact No. :
11. Recommendation of the Branch Officer :