



OFFICE OF THE PR. ACCOUNTANT GENERAL  
(A&E), PUNJAB, SECTOR-17E,  
CHANDIGARH - 160017

No. Admn III/Exam DEO-A to B/2023-24/97  
Dated: 18.07.2023

**OFFICE ORDER**

As per HQrs circular No. 47-Staff (App 1)/2017 issued vide 1453-Staff (App 1)/ 11-2014 dated 17.11.2017, it has been prescribed that DEO Grade 'A' with five years regular service in the grade and who have successfully completed two weeks of training conducted by the office will be considered for promotion to the post of DEO Grade 'B'.

In view of the above, this office is holding an examination for Data Entry Operator Grade 'A', who have completed the two weeks mandatory training for promotion to the post of Data Entry Grade 'B'. The minimum qualification marks for examination will be 40%. The examination will consist in two papers as under :-

- (a) Paper I. Statutory background of IA&AD and Rules and Regulations- Multiple Choice Questions (MCQ) with 25 MCQ carrying two marks each (75 Minutes/50 Marks).
- (b) Paper II. EDP Skill- Hands on paper for testing job skills in MS Word and MS Excel (75 Minutes/ 50 Marks)

All eligible candidates are requested to submit their application to Admn-III Section latest by 8<sup>th</sup> August, 2023.

Sd/-  
Sr. Accounts Officer (Admn III)

EndstNo :Admn-III/Trg. Exam DEO/2023-24/815-21

Dated: 18.07.2023

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Asstt. Accounts Officer (Admn-III)