

महालेखाकार (लेखा परीक्षा) तेलंगाना का कार्यालय  
तेलंगाना, हैदराबाद – 500 004.

संख्या: महालेखाकार/ प्रशासन-II/ परीक्षा/ क्यू टी टी / अप्रैल 2024/2023-24

Date: 22-03-2024

**NOTICE**

**विषय** : Quarterly Type Test for Clerks/MTS– April 2024.

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Clerks of this office promoted from MTS cadre and those appointed on compassionate grounds / under sports quota and not yet qualified in the prescribed speed test in type writing, may submit their applications in the proforma enclosed in Administration-II section on or before **12.04.2024** for the ensuing type test to be conducted in the month of April 2024.

Clerks (except Direct Recruit Clerks, sponsored by Staff Selection Commission) who fail to qualify in the prescribed type test would not earn any increments nor become eligible for promotion to the post of Auditor. Further, Clerks who have not qualified the type test, would also not be allowed to appear in Departmental Examinations such as SAS, DEA etc.

Those officials, who have passed the erstwhile Limited Departmental Competitive Examination for MTS and are awaiting promotion as Clerk may also appear for the test.

Multi-Tasking Staff (MTS) who have passed 12<sup>th</sup> or equivalent and put in a continuous service of 3 years and intending to appear for Departmental Examination for 12<sup>th</sup> class or equivalent passed for promotion as Clerk may also take the type test if they so choose.

The Type Test / Skill Test has to be taken **only on computer**. A minimum speed of **35 words per minute in English or 30 words per minute in Hindi** on computer has been prescribed for passing the Skill Test. (35 words per minute and 30 words per minute correspond to 10500 Key Depression per Hour / 9000 Key Depression per Hour respectively on an average of 5 Key Depressions for each word). The candidate has to specify his/her choice of medium (English/Hindi) for appearing in the Type Test / Skill Test on computer.

Application forms may be obtained from Admn-II section. The filled in application forms may be got countersigned by the Asst. Audit Officer under whom they are working and submit in Admn-II Section. The test will be conducted in the office premises. Last date for submission of applications is **12.04.2024**.

  
वरिष्ठ लेखापरीक्षक अधिकारी / प्रशासन. II

Copy to:

Notice Boards

SAO(Admn.)- I

SAO (Admn), O/o. DGCA & Ex-Officio MAB, Hyderabad

Hindi Anubhag for translation

**Last date : 12.04. 2024**

**APPLICATION FOR QUARTERLY TYPE TEST ON COMPUTER TO BE HELD IN APRIL – 2024**

1.	Name (In Block letters)	:	
2.	Employee ID	:	
3.	Designation	:	
4.	Section	:	
5.	Office	:	
6.	Qualification	:	
7.	Date of Birth	:	
8.	Date of appointment	:	
9.	Date of promotion as clerk	:	
10.	Mobile No.	:	
11.	NIC Email ID	:	

Date:

Signature

‘COUNTERSIGNED’

Asst. Audit Officer