

OFFICE OF THE ACCOUNTANT GENERAL (Audit-I)

ODISHA: BHUBANESWAR

CIRCULAR

OOC-171

Date-31.08.2020

Sub: Departmental Quarterly Skill Test for the serving Clerks/12th Standard passed MTS (September-2020)

The Departmental Skill Test on Computer for the serving Clerks and 12th Standard passed Multi-Tasking Staffs will be held in the month of September-, 2020.

Serving Clerks who have not yet passed the Skill Test on Computer and 12th Standard passed MTS, who intend to appear in the Departmental Examination for promotion to Clerk may submit their applications in the enclosed formats to the Trg.& Exam. Section, O/o the Accountant General (Audit-I), Odisha, Bhubaneswar on or before **04.09.2020**. Applications received after due date will not be entertained under any circumstances.

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 & the 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 minutes and 30 words per minute correspond to 10500 Key Depressions per hour/9000 Key Depressions per hour respectively on an average of 05 key depressions for each word).

Sd/-
Sr.Audit Officer/Trg. &Exam

Memo No.-Trg.& Exam. (Audit-I)/02/03/ 20-21 / 112

Date: 31.08.2020

Copy forwarded for kind information and necessary action to:-

1. Secy to AG (Au-I) / AG (AU-II) Odisha.
2. Steno to Sr. DAG AMG-IV O/o the AG (Audit-I)
3. Steno to DAG/((AMG-I/ AMG-II/ AMG-III/ AMG-V), O/o the AG (Audit-I)
4. Steno to DAG/ (AMG-I/ AMG-II/ AMG-III), O/o the AG(Audit-II)
5. Steno to Dy. Director (CRA) O/o the DG (Audit) /Central Hyderabad, Odisha branch, Bhubaneswar.

6. Branch Officer in-charge of OE (Br), O/o the Sr. DAG (AMG-II) Puri.
7. B.O./Admn./OE /OM-I/Hindi Cell /Welfare /Legal Cell/ITA/ AMG-I/ AMG-II/ AMG-III/ AMG-IV/ AMG-V, O/o the AG(Au-I)
8. B.O/(AMG-I / AMG-III), O/o the AG(Audit-II)
9. B.O/Admn/OE/EDP/OM/Trg./ITA/Hindi Cell, O/o the AG(Audit-II)
10. BO/Admn./(CA-Coord.)/OE/O/o the DG(CA),
11. AAO /DA & R. Cell with the request to upload this in office website
12. Notice Board Main Office/Puri office.
13. OOC Guard file

S. Hanola
31/08/2020

Sr. Audit Officer/Trg. & Exam

FORM OF APPLICATION FOR

DEPARTMENTAL SKILL TEST IN COMPUTER, September-2020

1. Name & UID No of the Applicant. :
2. Designation :
3. Educational qualification :
4. SL. No. of Gradation list as of March, 2019 :
5. Date of Joining /promotion :
6. Name of the Office/ Section :
7. Medium of Answer (English or Hindi) :
8. Signature of the Applicant. :
9. Contact No. :
10. Recommendation of the Branch Officer :