

**OFFICE OF THE ACCOUNTANT GENERAL (Audit-I)  
ODISHA: BHUBANESWAR**

**CIRCULAR**

00C No: 187

Date: 09.09.2020

**Sub: - Calling for applications for Departmental Examination for 12<sup>th</sup> passed Multi-Tasking Staff in IA&AD for promotion to Clerks Cadre to be held in September 2020.**

The Departmental Examination for 12<sup>th</sup> passed Multi-Tasking Staff /12<sup>th</sup> passed Staff Car Driver( Pay level-2 of Pay Matrix)for promotion to Clerk cadre will be held in the month of September 2020 The serving 12<sup>th</sup> passed Multi-Tasking Staffs who have put in has completed three years continuous service as on 01.09.2020 and having the age of 45 years or below ( 50 years for SC/ST candidates) are eligible to appear in the above examination. The details of the said examination are as under:-

Sl. No.	Paper/Subject	Duration	Maximum marks.
1	English/Hindi	2 hours	100
2	Arithmetic and Tabulation	2 hours	100
3	General Knowledge and Office Procedure	1 hour	100

Eligible 12<sup>th</sup> passed Multi-Tasking Staffs may submit their applications for the above examination as per the enclosed proforma on or before **15.09.2020** in Trg & Exam. (Au-I) Section. The candidates may collect the application Form from the Trg & Exam (AU-I) section. This is also available in the official website [agodisha.gov.in](http://agodisha.gov.in).

The candidates who will come out successful in the above examination will have to pass the Departmental Skill Test (on computer) meant for serving Clerks.

Encl.:- As above.

Sd/-

**Dy. Accountant General (Admn)**

Copy for kind information and necessary action forwarded to:-

1. Secy to AG (Au-I) / AG (AU-II) Odisha.
2. Steno to Sr. DAG/DAG//((AMG-I/ AMG-II/ AMG-III/ AMG-IV / AMG-V), O/o the AG( Audit-I)
3. Steno to Sr.DAG/ (AMG-I/ AMG-II/ AMG-III), O/o the AG( Audit-II)
4. Steno to DY. Director( CRA) O/o the DG ( Audit) /Central Hyderabad, Odisha branch, Bhubaneswar.
5. Branch Officer in-charge of OE (Br), O/o the Sr. DAG (AMG-II) Puri.
6. 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)
7. B.O/(AMG-I / AMG-III), O/o the AG( Audit-II)
8. B.O/Admn/OE/EDP/OM/Trg./ITA /Hindi Cell O/o the AG( Audit-II)
9. BO/Admn./(CA-Coord.)/CRA-II/CRA-V)/O/o the DG(CA), Odisha Branch, BBSR with the request to intimate the candidates under their control.
10. AAO /DA & R. Cell with the request to upload this in office website
11. Notice Board Main Office/Puri office.
12. OOC Guard file

*S. Harada*  
09/09/2020

**Sr. Audit Officer/Trg & Exam**

FORM OF APPLICATION FOR DEPARTMENTAL EXAMINATION FOR 12<sup>TH</sup>  
PASSED MULTI-TASKING STAFF ( MTS) FOR PROMOTION AS CLERKS TO BE  
HELD IN SEPTEMBER 2020.

1	Name & Designation with UID No	
2	Office/Section to which attached	
3	Date of Birth as per Service Book	
4	Date of Joining in the office	
5	Whether continuous 3 years continuous service as on 01.09.2020	
6	Sl .No & Page No of Gradation List of March-2019	
7	Total Period of Service as on 01.09.2020	
8	Whether intends to write the paper in Hindi or English	
9	Whether his/her qualification as 12 <sup>th</sup> passed has been accepted by office, (If so, a copy of the office orders/ No. and date may be attached).	
10	Whether SC/ST	
11	Contact Number	
12	Signature with date.	
13	Recommendation of Branch Officer.	