



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

OOC:619

Date:24.02.2021

Sub: - Departmental Quarterly Skill Test for the serving Clerks/12th Standard passed MTS, March-2021.

The Departmental Skill Test on computer for the serving Clerks and 12th Standard passed Multi-Tasking Staff (MTS) will be held during March- 2021.

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 in the enclosed formats to the Trg.&Exam. Section, O/o the Accountant General (Audit-I), Odisha, Bhubaneswar on or before 05.03.2021. Applications received after due date will not be entertained under any circumstances.

Passing the skill test is mandatory for serving Clerks (except directly recruited 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 and 30 words per minute correspond to 10500 and 9000 Key Depressions per hour respectively on an average of 05 key depressions for each word).

Sd/-

Sr. Audit Officer/Trg. &Exam

Copy forwarded for information and necessary action to:-

1. Secy to AG (Au-I) / PAG (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 PAG(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/Confidential Cell
7. B.O./Admn./OE /OM-I/Hindi Cell /Welfare /Legal Cell /Estate/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 PAG(Audit-II)
9. B.O/Admn/OE/EDP/OM/Trg./ITA , O/o the PAG(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

Asst. Audit Officer/Trg.& Exam

FORM OF APPLICATION FOR
DEPARTMENTAL SKILL TEST IN COMPUTER, March-2021

1. Name & UID No of the Applicant. :
2. Designation :
3. Educational qualification :
4. SL. No. of Gradation list as of March, 2020 :
5. Date of Joining /promotion :
6. Name of the Office/ Section :
7. State the Medium (English or Hindi) :
8. Signature of the Applicant. :
9. Contact No. :
10. Recommendation of the Branch Officer :