

**OFFICE OF THE
PRINCIPAL ACCOUNTANT GENERAL
(AUDIT- II), WEST BENGAL
CGO COMPLEX, 5TH FLOOR, 3RD M.S.O BUILDING,
DF BLOCK, SECTOR – I, SALT LAKE, KOLKATA- 700 064**

Sub: Departmental Examination for 12th passed Multi –Tasking Staff (MTS)/Staff Car Driver for promotion as clerks to be held on 28.09.2021, 29.09.2021 & 30.09.2021

It is to inform that the Departmental Examination for 12th passed Multi –Tasking Staff (MTS)/Staff Car Driver for promotion as clerks to be held on 28.09.2021(11.30 AM to 01.30 PM), 29.09.2021(11.30 AM to 01.30 PM) & 30.09.2021(11.30 AM to 12.30 PM) at Non- EDP Training Hall, G.I Press Building (2nd Floor) of O/o the Pr. Accountant General (Audit-I), W.B. as per programme notified below:

Sl. No.	Paper	Subject	Dates & Times
1	PAPER-I	English/Hindi	28.09.2021(11.30 AM to 01.30 PM)
2	PAPER-II	Arithmetic & Tabulation	29.09.2021(11.30 AM to 01.30 PM)
3	PAPER-III	General Knowledge and Office Procedure	30.09.2021(11.30 AM to 12.30 PM)

The name of the candidate of this office and Index Number is given below: -

Sl. No.	Name of the candidate (S/Shri) & Designation	Group/Wing	Index No.	Medium
1.	Suman Dutta, MTS	Record -II	07	English
2.	Subho Ghosh, MTS	AMG-III	08	English
3.	Kanhaiya Kumar, MTS	Admn. I	09	English
4.	Vikky Prasad Gupta, MTS	Sect. to PAG	10	Hindi

The Candidates are directed to present in the examination hall **at least one hour before the examination and to carry their Office Identity Card** in the examination hall. They also directed to strictly follow the SOP on preventive measures to be followed during the examination to contain spread of COVID-19 (Attached in separate sheet).

Branch Officers are requested to inform the candidates of this office order working under them.

[Authority: O.O.No. Admn.I/Exam & Trg./Dept. Exam(CT)/XII-4/60
dt. 03.09.2021 of O/o the Pr. A.G. (Audit-I), W.B.]

Sr. Audit Officer/Admn.I

AAO/EDP
N.P.
09/9/21

J. S. Ghosh
09/9/21

Copy to:

1. Secretary to the Pr. Accountant General
2. Sr. PS & Steno Gr. I & II to all Group Officers
3. Sr. Audit Officer / Admn.I & EDP -SC
4. Sr. Audit Officer / Record & Hindi Cell
5. Sr. Audit Officer/ AMG-III (C)
6. Assistant Audit Officer/Admn.I for onward transmission through e-mail
7. Persons Concerned

SOP on preventive measure of COVID 19 Pandemic during the examination scheduled to be held on
28.09.2021, 29.09.2021 & 30.09.2021

The following precaution are to be strictly followed by the candidates who will appear in the Incentive Examination for 12th passed MTS/Staff Car Driver.

- i. Physical distancing of at least 6 feet to be followed as far as feasible.
- ii. Use of face covers/masks to be made mandatory. The face cover/mask has to be worn at all times inside the examination hall by all.
- iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- iv. Respiratory etiquette to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised to all, as far as feasible.

Besides the following points also be followed strictly during entry and exit to the examination center:

- i. Maintaining physical distancing of a minimum of 6 feet, when queuing up for entry and inside the center as far as feasible.
- ii. Bags/books/mobiles should not be allowed in the examination center.
- iii. As the examination is pen & paper based test, the candidates will sanitize their hands before receiving question papers and handing them back to invigilator.
- iv. Sharing of personal belongings/stationery shall not be allowed.
- v. They are directed to bring the filled COVID-19 Declaration Form in prescribed format (Copy Enclosed) and to submit the same positively to the staff before entering in the Examination Hall.

All the candidates are directed to follow the above mentioned condition strictly. They are also directed to present in the Examination Hall at least one and half hour before the start of the Examination.

If any candidate fails to meet the self-declaration criteria, they shall not be allowed entry.

COVID-19 SELF-DECLARATION (UNDERTAKING)

I, _____ do hereby declare the following:

1. that I have read and understood the ADVISORY FOR CANDIDATES REGARDING COVID-19 given as part of this hall ticket.

2. that I have in the last 14 days (please tick, whichever fits applicable to you, otherwise leave blank)

a. the following flu-like symptoms

Fever:

Cough:

Breathlessness:

Sore Throat/Runny Nose:

Body Ache:

Others - Please specify

b. been in close contact with a confirmed case of the COVID-19 (Close contact means being at less than one meter for more than 15 minutes)

c. NOT been in close contact with a person suffering from COVID-19 and NOT been under mandatory quarantine.

d. Travelled to/from the following cities

	1 st City	2 nd City	3 rd City	4 th City
Name of the city / country				
Date of arrival				

3. The health and wellbeing of our community is our first priority, therefore, the center reserves the right to deny entry to its premises

4. I have read the detailed "IMPORTANT INSTRUCTIONS FOR CANDIDATES" and "ADVISORY FOR CANDIDATES REGARDING COVID-19" as appended to this Hall Ticket and I undertake to abide by the same.

CANDIDATE SIGNATURE with date

Index No.

Exam. Hall No.

The above Undertaking has to be filled up in advance and must be given to Invigilator