

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

OOO NO:466

Date:08.12.2021

Sub: - Departmental Quarterly Skill Test for the serving Clerks/12th Standard passed MTS. (Decemberr-2021)

The Departmental Skill Test on computer for the serving Clerks and 12th Standard passed Multi-Tasking Staffs will be held in the month of December- 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 format to the Trg. & Exam. Section, O/o the Accountant General (Audit-I), Odisha, Bhubaneswar on or before 13.12.2021. 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.F.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//02/05/2021-22/260

Date.08.12.2021

Copy for kind information and necessary action forwarded 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/Admin O/o the AG(Au-I)
3. Steno to DAG-Admin/AMG-I/AMG-II/AMG-III O/o the PAG (Au-II)
4. Steno to DD/CRA
5. Branch Officer in-charge of OE (Br). O/o the Sr.DAG (AMG-II). Puri.
6. Sr. AO/Admin (Au-II) with the request to circulate this OOC among the staffs of your office and to forward the applications so received to the Sr. AO/Trg& Exam (Au-I) on or before the 13.12. 2021.
7. Sr. AO/Admin (CRA) with the request to circulate this OOC among the staffs of O/o the DD/CRA and to forward the applications so received to the Sr. AO/Trg& Exam (Au-I) on or before the 13.12. 2021.
8. B.O./Admin./Confidential Cell/OE/Estate Cell/Hindi Cell/Report(PAC)/Report (M)/ITA/AMG-I/AMG-II/AMG-III/AMG-IV/AMG-V/Welfare /Legal Cell
9. BO /Admin/Co-ordination, DD (CRA)
10. AAO/DA &RC with the request to upload on Office website/Intranet
11. Notice Board Main Office/Puri office.
12. OOC Guard file

S. Panda
08/12/2021
Sr. Audit Officer/Trg. & Exam.

Memo No. Trg & Exam (Audit-II)/20/Skill Test/2021-22/159

Date: 09.12.2021

Copy forwarded for information and necessary action to:

1. Secy. to Pr. Accountant General (Audit-II), Odisha, Bhubaneswar
2. DAG / Admn,AMG-I & AMG-II, DAG/AMG-III
3. B.O. I/C Admn (OE/OM/ITA)/AMG-I (Report/Tech./Vetting)/AMG-II (Co-ord)/AMG-III (Report/Tech./Vetting)
4. B.O. I/C of EDP Cell with a request to upload the OOC on office website
5. Notice Board/Spare copy

Acharya
Sr. Audit Officer/ Trg. & Exam

FORM OF APPLICATION FOR
DEPARTMENTAL SKILL TEST IN COMPUTER, *December* -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 :