

Office of the Accountant General (Audit)
Telangana, Hyderabad - 500 004

No. AG (Audit) TS/Admn.II/Exams/QTT/Jan-2024/

Date: 29-12-2023

NOTICE

Sub: Quarterly Type Test for Clerks/MTS– January 2024.

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Clerks of this office promoted from MTS cadre and those appointed on compassionate grounds / under sports quota and not yet qualified in the prescribed speed test in type writing, may submit their applications in the proforma enclosed in Administration-II section on or before **12.01.2024** for the ensuing type test to be conducted in the month of January 2024.

Clerks (except Direct Recruit Clerks, sponsored by Staff Selection Commission) who fail to qualify in the prescribed type test would not earn any increments nor become eligible for promotion to the post of Auditor. Further, Clerks who have not qualified the type test, would also not be allowed to appear in Departmental Examinations such as SAS, DEA etc.

Those officials, who have passed the erstwhile Limited Departmental Competitive Examination for MTS and are awaiting promotion as Clerk may also appear for the test.

Multi-Tasking Staff (MTS) who have passed 12th or equivalent and put in a continuous service of 3 years and intending to appear for Departmental Examination for 12th class or equivalent passed for promotion as Clerk may also take the type test if they so choose.

The Type Test / Skill Test has to be taken only on computer. A minimum speed of 35 words per minute in English or 30 words per minute in Hindi on computer has been prescribed for passing the Skill Test. (35 words per minute and 30 words per minute correspond to 10500 Key Depression per Hour / 9000 Key Depression per Hour respectively on an average of 5 Key Depressions for each word). The candidate has to specify his/her choice of medium (English/Hindi) for appearing in the Type Test / Skill Test on computer.

Application forms may be obtained from Admn-II section. The filled in application forms may be got countersigned by the Asst. Audit Officer under whom they are working and submit in Admn-II Section. The test will be conducted in the office premises. Last date for submission of applications is **12.01.2024**.


Sr. Audit Officer (Admn.II)

Copy to:
Notice Boards
SAO(Admn.)- I
SAO (Admn), O/o. DGCA & Ex-Officio MAB, Hyderabad
Hindi Anubhag for translation

Last date : 12.01. 2024

APPLICATION FOR QUARTERLY TYPE TEST ON COMPUTER TO BE HELD IN
JANUARY – 2024

1.	Name (in Block letters)	:	
2.	Employee ID	:	
3.	Designation	:	
4.	Section	:	
5.	Office	:	
6.	Qualification	:	
7.	Date of Birth	:	
8.	Date of appointment	:	
9.	Date of promotion as clerk	:	
10.	Mobile No.	:	
11.	Email	:	

Date:

Signature

‘COUNTERSIGNED’

Asst. Audit Officer