

प्रधान महालेखाकार (लेखापरीक्षा I) का कार्यालय, ओडिशा, भुवनेश्वर
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (Audit-I)
ODISHA: BHUBANESWAR

परिपत्र/ Circular

विषय: क्लर्क कैडर में पदोन्नति के लिए IA&AD में 12वीं उत्तीर्ण मल्टी-टास्किंग स्टाफ से विभागीय परीक्षा के लिए आवेदन
Sub: - Calling for applications for Departmental Examination from 12th passed Multi-Tasking Staff in IA&AD for promotion to Clerks Cadre (September-2025).

The Departmental Examination for 12th passed Multi-Tasking Staff for promotion to Clerk cadre will be conducted centrally by Headquarters Office on 15.09.2025 and 16.09.2025 in two shifts from 11:00 AM to 1:00 PM & 3:00 PM to 5:00 PM. The serving 12th passed Multi-Tasking Staff who have put in three years of continuous service and below the age of 45 years (50 years for SC/ST candidates) as on 01.09.2025 are eligible to appear the above examination. The intending candidates are advised to down load the syllabus from the C&AG website.

Eligible 12th passed Multi-Tasking Staff may submit their applications, for appearing the above examination, as per the enclosed proforma on or before 04.09.2025 in Trg& Exam. (Au-I) Section. The application form is available in the Trg& Exam (AU-I) section and can also be downloaded from the official website (agodisha.gov.in).

The successful candidates in the above examination will have to pass the Departmental Skill Test (on Computer) meant for serving Clerks. The date & time of the Skill Test will be intimated in due course.

The Branch Officer/Admin (DD/CRA) office may ensure eligibility of the candidates concerned before forwarding the applications.

Digitally signed by

Abakash Khutua

वरिष्ठ लेखापरीक्षा अधिकारी (प्रशिक्षण एवं परीक्षा)

Date: 02-09-2025

Memo No. Trg. & Exam-72/ 04/2025-26

14:25:04

Date: 02.09.2025

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्रवाई हेतु अग्रेषित

Copy for kind information and necessary action forwarded to:-

1. Secretary to Pr. Accountant General (Au-I) Odisha
2. Steno to Sr. DAG /DAG-AMG- I/AMG-II/AMG-III/AMG-IV / O/o the PAG(Au-I)
3. Steno to Dy. Director, CRA, Odisha, Bhubaneswar (ranch Office)
4. The Welfare Officer
5. The B.O./Admin./Confidential Cell/OE/OM/ Estate Cell/Report (PAC)/Report.(M)/Rep(LB)/Rajhasa Section/TA/AMG-I/AMG-II/AMG-

- III/AMG-IV/AMG-V/Welfare, O/o PAG (Au I)
6. BO/Admin/Co-ordination, (DD/CRA) with request for wide circulation and forward the applications on or before 04/09/2025.
 7. AAO /DA& R. Cell with the request to upload this circular in office website
 8. OOC Guard file

Abhishek 02/09/25

सहायक लेखापरीक्षा अधिकारी (प्रशिक्षण एवं परीक्षा)

**FORM OF APPLICATION FOR DEPARTMENTAL EXAMINATION FOR 12th PASSED
MULTI-TASKING STAFF (MTS) FOR PROMOTION AS CLERKS TO BE HELD IN
SEPTEMBER 2025**

1	Name & Designation of the official	
2	UID No of the Official	
3	Office/Section to which attached	
4	Date of Birth as per Service Book	
5	Date of Joining in the office	
6	Whether 3 years of continuous service as on 01.09.2025 completed	
7	Total Period of Service as on 01.09.2025	
8	Sl .No & Page No of Gradation List of March-2024	
9	Whether intends to write the paper in Hindi or English	
10	Whether his/her qualification as 12 th passed has been accepted by office, if so, a copy of the office order may be attached.	
11	Whether belongs to SC/ST category	
12	Contact Number	
13	Signature with date.	
14	Recommendation of Branch Officer	