

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

OOC NO.485

Date.11.09.2025

विषय: 12वीं पास एमटीएस के लिए सहायक कर्मचारी विभागीय परीक्षा का नामांकन
 (सितंबर-2025)/Nomination of support staff for Departmental Examination for
 12th pass MTS (September-2025)

आदेशानुसार, निम्नलिखित कर्मचारियों को 15.09.2025 से 16.10.2025 तक आयोजित होने
 वाली 12वीं पास एमटीएस (सितंबर 2025) की आगामी विभागीय परीक्षा के लिए निगरानी एवं
 सचिवीय कार्य सौंपा गया है। निरीक्षकों से अनुरोध है कि वे परीक्षा कक्ष में प्रवेश से पहले अभ्यर्थियों
 की तलाशी अवश्य लें।

As ordered, the following staff entrusted with the Invigilation duty & Secretarial
 work for the ensuing Departmental Examination for 12th pass MTS (Sept- 2025) scheduled
 to be held from 15.09.2025 to 16.10.2025. Invigilators are requested to ensure for frisking of
 the candidates before entry into the examination hall

Sl No	Name& designation of the officer/officials <i>S/Shri/Ms</i>	Duty entrusted	Date of examination	Timing of Examination	Venue
1	Prajnamaya.Debadatta Das, AAO	Invigilation	15.09.2025	11AM to 01PM	B.O' s chamber (Trg. &Exam) 2nd floor
2	Bibhudatta Shasany, AAO	Invigilation	16.09.2025	03PM to 05PM	
3	Subrat Ghadei.Sr.Auditor	Secretarial duty	15.09.2025 & 16.09.2025	As per timing	
4	Kumar Mohapatra,MTS	Secretarial duty	15.09.2025 & 16.09.2025	above for both the days	

उपरोक्त अधिकारियों/कर्मचारियों को संबंधित तिथियों पर परीक्षा शुरू होने से एक घंटे पहले
 पीठासीन अधिकारियों को रिपोर्ट करने का निर्देश दिया जाता है।

The above officers/officials are instructed to report to the Presiding Officers one hour
 before commencement of the examination, on the respective date

हस्ता/-

वरिष्ठ लेखापरीक्षा अधिकारी/प्रशिक्षण एवं परीक्षा

Copy for kind information and necessary action forwarded to:-

1. Secy. to PAG(Au-I)
2. PA to Sr.DAG /Admin
3. PA to DAG-(AMG-I)
4. B.O/Admin/OE/AMG-I
5. B.O/ OM-I with a request for making necessary arrangement in the training hall for smooth conduct of the examination.
6. AAO/DA&R Cell with the request to upload the OOC in the office website. Also make necessary arrangement for conducting Paper-4 examination (Information Technology practical) at the exam venue.
7. B.O /Rajbhasa Section
8. Persons concerned through controlling sections
9. OOC Guard file

सहायक लेखापरीक्षा अधिकारी/प्रशिक्षण एवं परीक्षा

Revised Syllabus of Departmental Examination for 12th pass Multi Tasking Staff (MTS) for promotion as Clerks

Paper IV: Information Technology Practical (on Computer)

Duration: 2 Hours

Maximum Marks: 100

Word 2013

60 Marks

Creating and managing documents, Formatting a document, Customizing Options and Views for Documents, Configuring Documents to Print or Save, Formatting Text, Paragraphs and Sections, Creating Tables and Lists Creating and Modifying a List, 'Applying References, Inserting and Formatting Objects.

Excel 2013

40 Marks

Creating and Managing Worksheets and Workbooks: Creating Worksheets and Workbooks, Navigating Through Worksheets and Workbooks, Formatting Worksheets and Workbooks, Customizing Options and Views For Worksheets and Workbooks and Configuring Worksheets and Workbooks to Print or Save. Cells and Ranges: Inserting Data in Cells and Ranges, Formatting Cells and Ranges and Ordering and Grouping Cells and Ranges. Tables: Creating and Modifying Table.

Note: Candidates will also have to take a typing test which will be held once in a quarter by the Principal Accountants General/Director Generals/Principal Directors of Audit/Accountants General. A typing speed of 35 words per minutes in English or 30 words per minute in Hindi on computer will be required for qualifying the type test. (35 words per minute and 30 words per minutes correspond to 10500 key Depression per Hour / 9000 Key Depression per Hour respectively on an average of 5 key depressions for each word). The Multi Tasking Staff may take the typing test at any time either before the written examination or after the written examination. They will become eligible for promotion as Clerks after passing written papers of the examination.