

**OFFICE OF ACCOUNTANT GENERAL (G&SSA)
ODISHA: BHUBANESWAR**

OOO NO. 450

Date. 19.08.2015

Sub:- Limited Departmental Competitive Examination for 12th passed Multi-Tasking Staff in IA&AD for promotion to the cadre of clerk to be held in September 2015.

The Limited Departmental Competitive Examination for 12th passed Multi-Tasking Staff for promotion to clerk cadre will be held in September 2015. The serving 12th passed Multi-Tasking Staff who have passed 12th standard and have put in three years continuous service as on 01.09.2015 are eligible to appear in the above examination. Subjects for the said examination are as under:-

Sl. No.	Paper/Subject	Duration of exam.	Maximum marks.
1	English/Hindi	2 hours	100
2	Arithmetic and Tabulation	2 hours	100
3	General Knowledge and Office Procedure	1 hours	100

Intending eligible 12th passed Multi-Tasking Staff may submit their applications for the above examination in the prescribed proforma (enclosed) on or before **28.08.2015** in Exam. (G&SSA) Section of Main Office. The intending candidates from main office may collect the application from the official website or from the Exam (G&SSA) section.

Those who will come out successful in the above examination will have to pass the Departmental Skill Test in computer meant for serving clerks. This circular can also be accessed from our official website

Encl.:- As above.

**Sd/-
Sr. Dy. Accountant General (Admn)**

Memo No. Exam. (G&SSA)/6-3/2015-16/60

Date. 19.08.2015

Copy forwarded for information and necessary action to:-

1. DAG/Admn. O/o AG (G&SSA).
2. DAG (GSA) DAG (SS-I/SS-II/SS-III)/DAG/FAA/DD (CRA).
3. DAG (ES-II), Puri
4. DAG (Admn)/ Sr. DAG (RSA)/Sr.DAG (ES-I), O/o Pr.AG (E&RSA), Odisha, BBSR
5. Secy. To AG (G&SSA)/Pr. AG (E&RSA).
6. Sr. AO. /GSA/SS-I/SS-II/SS-III Hqrs. for circulation & necessary action
7. Sr. A.O /FINAT for circulation in all section among all sections under FINAT
8. Sr. A.O, / Admn. /OE (G&SSA)/ Record (G&SSA), I-II/ Report (Main) /ECPA /Estate / Hindi Cell/ Vigilance Cell/ ITA Section / Report (G&SSA).
9. BO/ Admn (E&RSA)/ES-I/RSA// OE/ Record (E&RSA)/ES-II,Puri
10. BO/DD/ (CRA).
11. AAO/Hindi Cell with the request to translate the OOC In Hindi
12. Con. Asst.
13. Notice Board. Of O/o the Pr. (. A.G./G&SSA) & Pr. A.G. (E&RSA)& DD(CRA)

Sd/-

AuditOfficer/Exam.(G&SSA)

FORM OF APPLICATION FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR PROMOTION OF 12TH PASSED MULTI-TASKING STAFF TO CLERK CADRE TO BE HELD IN SEPTEMBER 2015.

1. Name & Designation (in capital letter)
2. Office/Section to which attached.
3. Date of joining in this office
4. Sl. No. and page No. in the Gradation list of 3/2014.
5. Total period service as on 01.09.2015
6. Whether intends to write the paper in Hindi or English.
7. Whether his/her qualification as 12th passed has been accepted by office,
8. If so the office orders No. and date maybe mentioned.
9. Whether SC/ST
10. Contact Number
11. Signature with date.
12. Recommendation of Branch Officer.