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

CIRCULAR

Sub: - Departmental Quarterly Skill Test for the serving Clerks/12ᵗʰ Standard passed MTS. (September-2019)

The Departmental Skill Test on computer for the serving Clerks and 12ᵗʰ Standard passed Multi-Tasking Staff will be held in the month of September-, 2019.

Serving Clerks who have not yet passed the Skill Test (previously termed as Type Test) in 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 formats to the Trg.&Exam. Section, O/o the Accountant General (G&SSA), Odisha, Bhubaneswar on or before **28.08.19** 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 Examination such as the D.E.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. (G&SSA)/02/03/ 19-20 /205   Date: 16.08.19

Copy forwarded for information and necessary action to:-

1. Secy. to PAG (E&RSA)/ AG (G&SSA)

2. PA to Sr. DAG/Admn. (G&SSA)/(E&RSA)

3. PA to DAG (ES-II), Puri/Dy. Director (CRA)

4. B.O DA&RC with the request to upload the circular in the official website
   agodisha.gov.in

5. B.O / Admn. /OE / OM-I-II/ Report (Main) /ECPA /Estate / Hindi Cell/ Confidential
   Cell/ / ITA Section / Rep(PAC)/.DA &RC/Welfare(G&SSA)

6. B.O/ Admn /ES-I/RSA// OE/ OM /EDP/.(ES-II,Puri)/Trg(E&RSA)

7. BO (Admn)/ CRA (Coordination)/DD (CRA).

8. AAO/Hindi Cell with the request to translate the Circular In Hindi

9. Notice Board.

10. OOC Guard file

Asst. Audit Officer/Trg.& Exam

FORM OF APPLICATION FOR
DEPARTMENTAL SKILL TEST IN COMPUTER, September-2019

1. Name & UID No of the Applicant.   :

2. Designation   :

3. Educational qualification   :

4. SL. No. of Gradation list as of March, 2018 :

5. Date of Joining /promotion   :

6. Name of the Office/ Section   :

7. Signature of the Applicant.   :

8. Contact No.   :

9. Recommendation of the Branch Officer   :