

OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT, EAST CENTRAL RAIL, HAJIPUR

**Subject:-Departmental Skill Test for the serving Clerks/12th Standard Passed MTS
(September-2020).**

The Departmental Skill Test on Computer for the serving Clerks and 12th standard passed Multi-Tasking Staffs will be held in the month of October-2020.

Serving clerks who have not yet passed the Skill Test on Computer and 12th Standard passed MTS, who intend to appear in the Departmental Examination for promotion to Clerk may submit their applications in the enclosed formats to the Administration Section, O/o PDA, ECR, Hajipur on or before 18.09.2020. Applications received after due date will not be entertained under any circumstances.

Passing the skill test is mandatory for serving Clerks (promoted) & 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 DEA & 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 every word).

No- Admn/2-3/Typing test/2012/2020-21/373
Copy forwarded for kind information and necessary action to:-

1. PDA/DD secretariat.
2. All BO,s (through E-Mail only)
3. Notice Board
4. Related file.

Sr. Audit Officer/Admn

Date: 10/09/20


Sr. Audit officer/Admn 10/09/20

FORM OF APPLICATION FOR
DEPARTMENTAL SKILL TEST IN COMPUTER

- 1 Name and Employee ID of the Applicant:
- 2 Designation:
- 3 Educational Qualification:
- 4 SL. No. of Gradation list as on March, 2019:
- 5 Date of Joining/Promotion (Post):
- 6 Name of the Office/Section:
- 7 Medium of Typing(English or Hindi) :
- 8 Signature of the Applicant:
- 9 Mobile No:
- 10 E-Mail :
- 11 Recommendation of the Branch Officer: