

Government of West Bengal
Department of Personnel and Administrative Reforms
(Common Cadre Wing)
State Secretariat, NABANNA, 7th Floor
325, Sarat Chatterjee Road, Howrah-711102
(Email id: paregov.ccw@gmail.com)

No. 266-PAR(CCW)
M-19/17

Date- 19/07/2021

From : The Assistant Secretary to the
Government of West Bengal
To : The Additional/Special/ Joint Secretary
_____ Department

SUB: **EXAMINATION ON COMPUTER OPERATION AND COMPUTER
TYPING FOR LDAs, GR.D AND ELIGIBLE GR.C EMPLOYEES**

Sir,

In enclosing a copy of Notification No. 24/ATI-99/2/2019-IT & D SEC-ATI dated 05/07/2021 of ATI,WB, I am directed to request you to kindly inform the LDAs, Gr.D and/non-technical Gr.C employees concerned (as mentioned at para-2 of the said Notification) of your Department, that, the test for computer operation and computer typing will be conducted at ATI,WB during September, 2021-October, 2021 and the candidates will have to apply online on website of ATI (viz. www.atiwb.gov.in) from **05/07/2021** to **02/08/2021**.

For other details, the said Notification, as attached, may please be followed.

Yours faithfully,

Sd/-

Assistant Secretary

Encl.: As stated above

No. 266/1(3)-PAR(CCW)

Date: 19/07/2021

Copy forwarded for information and necessary/appropriate action to :-

1. The Controller of Type Test and Officer on Special Duty, Administrative Training Institute, Government of West Bengal.
2. The I.T.Cell of this Deptt. – with a request to upload this in the Departmental website at the earliest.
3. Guard File.

G. Sarda
Assistant Secretary



ADMINISTRATIVE TRAINING INSTITUTE

GOVERNMENT OF WEST BENGAL

SALT LAKE CITY, SECTOR-II/EC-BLOCK, CALCUTTA - 700106

EPABX FAX : (033) 2337-3960/4015/3818/3865 (Tel. Fax)/ Direct: 23596721

Website : www.atiwb.gov.in

Notification: 1st Half-Yearly Type Test, 2021 (Phase XII)

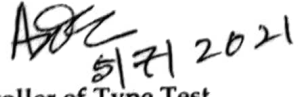
No. 24/ATI-99/2/2019-IT AND D SEC-ATI

Date: 05/07/2021

1. The 1st Half Yearly Type Test, 2021 (Phase XII) will be conducted during September, 2021 - October, 2021. The detailed instruction can be seen in the ATI Website. The important dates are mentioned below:

1st Half Yearly Type Test, 2021 (Phase XII) :

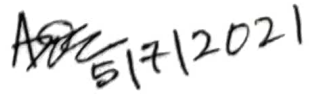
- ❖ Start of Online Application : 05th July, 2021, 5:00 p.m.
 - ❖ End of Online Application : 02nd August, 2021, 5:00 p.m.
 - ❖ Submission of Candidate List from department or Directorates to ATI by: 30th July, 2021 by 5:00 pm, through email {to atiwb.tytest@gmail.com} /courier/speed post only.
 - ❖ Certified Hard Copy of Application to be submitted to ATI by: 13th August, 2021 by 5:00 p.m. (through email {to atiwb.tytest@gmail.com} /courier/speed post only. In case of Application sent through email, the candidate have to carry the Hard Copy of Application, in original, on the date of Examination).
 - ❖ Downloading of admit card : to be notified later.
 - ❖ Date of Type Test : to be notified later.
2. Candidate's name will be notified under the head "Candidate List from Department or Directorate" at ATI Website (www.atiwb.in/ldclda/). Unsuccessful Candidates in previous Tests can also apply.
 3. For any corrections of their application candidate may send e-mail to atiwb.tytest@gmail.com.
 4. The candidate will attend the examination with the Admit Card downloaded from the website & Service Identity Card (and also certified Hard Copy of the application in original if applicable).
 5. For any queries regarding Type Test candidate may call in this Telephone No. 033-23410133, 23410130.


5/7/2021
Controller of Type Test
and OSD, ATI

No. 24/1(31)/ATI-99/2/2019-IT AND D SEC-ATI
Copy forwarded for kind information to :-

Date: 05/07/2021

- 1-5. The Commissioner, Medinipur/Malda/Presidency/Burdwan/Jalpaiguri Divisions.
6. Additional Secretary, Personnel and Administrative Reforms & e-Governance Department, WB.
- 7-28. The District Magistrate (All).
29. Dy. Director (Admin), ATI, WB.
30. The PS to the Principal Secretary, Personnel and Administrative Reforms Department.
31. PA to Director General, ATI, WB.


5/7/2021
Controller of Type Test
and OSD, ATI