



// IMMEDIATE //

File No. 1/1/2023-DE (TT/SST-2023)
Dated 26.10.2023

भारत सरकार
कार्मिक और प्रशिक्षण विभाग,
कर्मचारी चयन आयोग, उत्तरी क्षेत्र द्व ए
केंद्रीय कार्यालय परिसर ए ब्लॉक-12
लोधी रोड नई दिल्ली .110003

Government of India
Department of Personnel and
Training
Staff Selection Commission
(Northern Region)
CGO Complex, Block – 12
Lodhi Road, New Delhi - 110003

"NOTICE"

Subject:- Annual Departmental Typing Test & Stenographer Skill Test (80/100/120 WPM) Examination 2023 is to be held in the 1st week of March-2024-regarding.

All Departmental candidates are hereby informed that the Annual Departmental Typing Test & Stenographer Skill Test (80/100/120 WPM) Examination 2023 is to be held tentatively in 1st week of March, 2024 on computer.

2. The Commission conducts the Annual Departmental Typing Test & Stenographer Skill Test (80/100/120 WPM) for the purpose of grant/release of Increments to the departmental candidates only.

3. Therefore, all departmental candidates who are eligible and desire to apply for the Annual Departmental Typewriting/Stenographer Skill Test (80/100/120 WPM)-Examination 2023, may apply through proper channel and the applications duly verified by the concerned user department may be forwarded to the Under Secretary (Nomination), Block No 12, SSC (NR), CGO Complex, Lodhi Road, New Delhi-110003. Applications Form may be uploading on SSC (NR) website in the last week of October, 2023 with a **closing date i.e. 30.11.2023 (6:00 PM)**.

4. The dictation for Stenography Skill Test speed of (80/100/120 WPM) in Hindi & English both will be conducted through "Recorded Audio CD passage only. The candidates of Skill Test in Hindi Language can use Inscript OR Remington keyboard outlays only. Keyboard outlays once opted for skill test cannot be changed during this examination.

आशेश चौधरी / ASHESH CHAUDHARY
अवर सचिव II (चयन और कानून विभाग)
Under Secretary-II (Nomination & Legal Section)
Staff Selection Commission (NR)
भारत सरकार / Government of India
नई दिल्ली / New Delhi-110003

- Copy to the: - 1. All Regional Directors/All Deputy Regional Directors offices/All Ministries cadres/ offices, New Delhi for information and necessary action.
2. IT Section, SSC (Hdqs.) for uploading the notice & application form on the SSC official website.

APPLICATION FORM OF CANDIDATE
STAFF SELECTION COMMISSION
(NORTHERN REGION)

Subject: Conducting of Annual Departmental Typewriting Test & Stenography Skill Test (80/100/120 WPM) Examination, 2023 for Grant/Release Increments for Departmental Candidates only-regarding.

Closing of Date: 30 November, 2023.

Examination of Date: 1st Week of March 2024

1. Name of Candidate _____
2. Date of Birth _____
3. Father's Name _____
4. Category _____
5. Designation _____
6. Date of Joining _____
7. Basic Pay/Grade Pay _____
8. Name of the Ministry/office (full Address):

Paste Photograph

Attested by HOD

Signature of Candidate

9. Candidate present address: _____

10. Mobile number & e.mail of candidate _____

11. Typewriting Test or Stenography Skill Test (80/100/120 WPM) _____
12. Medium: HINDI or ENGLISH _____
13. Shri/Ms./Smt. _____ is a Regular/Temporary/LDC/UDC/
ASO/Stenographer Grade 'D' (on Compassionate Ground employee only) and Name of
Ministry/office _____ under the following Cadre/Service:
(_____) on the appropriate service in CSCS/AFHQ/RBCS/IFS
ELCS/CVC/CWC/CHDCS/other cadre.
14. Photo copy of the first page, second page and third page of Service Book that carry date
of joining with Grade pay/Level should be enclosed with the Application Form after
verified by the Under Secretary (Admin/HoD) only.

I hereby declare that the Statement made in this Application Form is true to the best of my knowledge and belief.

Signature of candidate _____

Name of candidate _____

Designation _____

Mobile Number _____

Place _____

Dated _____

DEPARTMENT ENDORSEMENT TO BE FILLED BY THE US/HOD WHERE THE CANDIDATE SERVING: CERTIFIED THAT THE PARTICULARS GIVEN ABOVE ARE CORRECT:

File No/Dy. No as on _____

Shri/Ms _____ is a regular/Temporary (LDC, UDC, ASO and Stenographer Grade 'D' (Compassionate Ground employee) and his/her Basic Pay is Rs. _____ Grade Pay of Rs. _____ Pay Band _____ Level _____ serving in the office/Ministry of _____ who is participating under the _____ Cadre is eligible for appearing in Typewriting Test/Stenography Skill Test (Hindi or English Medium) for Grant/Release of Increment only to be held in the 1st week of March, 2024.

Signature _____

Name of Officer _____

Designation _____

Officer Seal _____

Office phone/Mobile No. _____

Place:

Dated: