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Government of India/भारत सरकार
Staff Selection Commission (NER)/कर्मचारी चयन आयोग (उ. पू. क्षे)

Guwahati, the 13th December, 2023

NOTICE

Annual Departmental Typing Test & Stenographer Skill Test (80/100/120 WPM) Examination -2023

Last date for receipt of application	15.01.2024
Tentative schedule of Test	1 st week of March-2024

No. SSCG-A-12024/10/2023/ATT Staff Selection Commission will conduct the Annual Departmental Typing Test & Stenographer Skill Test (80/100/120 WPM) Examination -2023. The tentative schedule of the said test is in the 1st week of March-2024 on computer based mode.

2. The Commission conducts the Typing Test & Stenographer Skill Test (80/100/120 WPM) Examination -2023 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 Typing Test & Stenographer Skill Test (80/100/120 WPM) Examination -2023, may apply through proper channel and the application duly verified by the concerned user departmental and may be forwarded to :

The Under Secretary (Exam-I), Government of India, Staff Selection Commission (NER), Ministry of Personnel, Public Grievances & Pensions, HouseFed Complex, West End Block, Beltola-Basistha Road, Dispur, Guwahati-781006.

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. Key board outlays once opted for skill test cannot be changed during this examination.

5. **Duly filled Application Form through proper channel should reach the abovementioned address on or before 15.01.2024.** Applications received after the due date will not be entertained.


(M. SAIKIA)

Under Secretary (Exam-I)

STAFF SELECTION COMMISSION (NER)

Standard Form of Application for Annual Departmental Typewriting Test
and
Stenography Skill Test.
Centre: GUWAHATI

Candidate should
Paste his/her
Recent good quality
passport size
photographs

Applied for _____
Medium _____

Signature of Candidate

1. Name of candidate in full (In block letter) _____
2. Designation _____ 3. Date of Birth _____
4. Category _____ 5. Mobile No. _____
6. Date of Joining & Basic Pay/Grade Pay : _____
7. E-mail ID: _____
8. Complete address of the Office/Ministry where employed:

- PIN _____
- Telephone No (Office) _____ Email_ID _____

8(a). Name of the post held (please mark in relevant box.

- i. LDC/JSA from Group 'MTS' Employees Seniority Quota
- ii. LDC/JSA from Group 'MTS' by way of Depttl. Exam.
- iii. LDC/JSA on Compassionate ground.
- iv. Assistant on direct recruitment.

8(b) Date from which the post is held _____

8(c) Whether permanent or temporary _____

Contt. P/2

(2)

I hereby declare that the statement made in the application form are true to the best of my knowledge and belief.

Date:-

Signature of Candidate

OPTION OF THE CANDIDATE

The option must be furnished either with "YES" or "NO"

Option to appear the test- [(Compulsory on Computer on @ 35 wpm (English) or 30 wpm (Hindi)]

1. Typewriting Test : _____ Medium: English _____ Hindi _____

2. Stenography Skill Test : _____ Medium: English _____ Hindi _____

DEPARTMENTAL ENDORSEMENT

File No:

Date:

Certied that the particulars given above are complete and correct.

Shri/Smti/Kumari

_____ is a regular/Temporary/Provisionally confirmed /quasi-permanent LDC/JSA from Depttl. Exam., LDC/JSA from MTS employees (SQ) LDC/JSA on compassion grounds/ Assistant (DR) working in the office of Ministry /Department _____ which is not participating in the Central Secretariat Clerical Service and is eligible to appear the Typewriting Test being conducted by Staff Selection Commission , Govt. of India.

His/her admission to the test is recommended.

Signature _____

Name : _____

Designation:
(Office Seal)

This endorsement should be signed by an Officer not below the rank of an Under Secretary of equivalent.