



भारत सरकार
कर्मचारी चयन आयोग)म.प्र.क्षेत्र
कार्मिक लोक शिकायत एवं पेंशन मंत्रालय
5वाँ तल, निवेश भवन, फेस-II, एल आई
सी कॉम्प्लेक्स, पंडरी, रायपुर) छ.ग.
004 492

"NOTICE"

Subject:- Annual Departmental Typing Test & Stenographer Skill Test (80/100/120 WPM) Examination 2024 is to be held in the 1st week of March-2025-regarding.

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

2. All Departmental candidates belonging to SSC (MPR Region) are hereby informed that the Annual Departmental Typing Test & Stenographer Skill Test (80/100/120 WPM) Examination-2024 is to be held tentatively in 1st week of March-2025 on computer.

3. Therefore, all departmental candidates belonging to SSC (MPR Region) who are eligible and desire to apply for the Annual Departmental Typewriting/Stenographer Skill Test (80/100/120 WPM) Examination-2024 may apply through proper channel as per format/attached herewith Application Form and the applications duly verified by the concerned user department may be forwarded to SSC (MPR Region). Applications Form would be uploaded on SSC (MPR Region) website the last date of receiving such applications is **20.12.2024 (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 the examination.

5. Candidates are advised to take due care while applying for this examination and opting centre for the said purpose as request for change of centre shall not be entertained after submission of application. Candidates whose offices are located in the Chhattisgarh & Madhya Pradesh can apply for this examination from SSC (MPR Region). Rest of the candidates can apply from concerned Regional office of the Commission.

(Regional Director)
Staff Selection Commission (MPR)

APPLICATION FORM OF CANDIDATE
STAFF SELECTION COMMISSION
(MPR REGION)

Subject: Conducting of Annual Departmental Typewriting Test & Stenography Skill Test (80/100/120 WPM) Examination, 2024 for the departmental candidates belonging to SSC (MPR) for grant/release of Increments/advance increments for Departmental Candidates only.

Closing Date 20 December-2024 (6 PM).
Date of Exam. 1st Week of March 2025 tentatively.

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

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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 CPCS/AFHQ/RPCS/IFS)
ELCS/CVC/CWC/CHDCS/other cadre.

* **Address must come under the jurisdiction of SSC (MPR) only.**

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 verification 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/advance increments only to be held in the 1st week of March, 2025.

Signature-----

Name of Officer-----

Designation-----

Office Seal-----

Office Phone/Mobile No.-----

Place:

Dated:

