

File No-1/5/2019 – ND - II (NR).  
Government of India.  
Ministry of Personnel, Public Grievances & Pension,  
(Department of Personnel & Training,)  
Staff Selection Commission (Northern Regional)

Block No-12, CGO Complex,  
Lodhi Road, New Delhi-110003.  
Dated: 09, March, 2021

## “NOTICE”

**Subject: - Conduct of Annual Departmental Typewriting Test/ Stenography Skill Test (80/100/120 WPM) Examination-2021, to be held in April / May 2021.**

All Departmental Candidates are hereby informed that the Annual Departmental Typewriting Test/ Stenography Skill Test (80/100/120 WPM) Examination, 2021 is likely to be held on Computer mode in April / May 2021.

2 All Departmental Candidates desiring to apply for the Annual Departmental Typewriting Test/ Stenography Skill Test (80/100/120 WPM) Examination, 2021, may now do so through proper channel and the applicants may send their completed applications duly filled in /attested and forwarded by their Cadre Authority of their Departments **to the Under Secretary (ND-I) Section, Staff Selection Commission (Northern Region), Block No-12, CGO Complex, Lodhi Road, New Delhi-110003**, so as to reach this office by 12<sup>th</sup> April 2021 (05-30 PM)

3 The dictation for Stenography Skill Test (80/100/120 WPM) will be made through Recorded Audio “CD” passage only.

(R. Chakrapani)  
Under Secretary (ND-I /NR),

Encl: - (Application Form)

**Staff Selection Commission  
(Northern Region)**

**Subject: - Annual Departmental Typewriting Test & Stenography Skill Test (80/100/120 WPM, for Granted to Release Advance Increment, Examination- 2021 for All Departmental Candidates only – regarding.**

**Closing of Date: - 12<sup>th</sup> April, 2021.  
Examination of Date: - April/May, 2021.**

**Paste Photograph**

**Attested by HOD.**

- 1 **Name of Candidate: -**
- 2 **Date of Birth :-**
- 3 **Father's Name :-**
- 4 **Category :-** Signature of candidate
- 5 **Designation :-**
- 6 **Date of Joining :-**
- 7 **Skill Test: - Typewriting Test and **Stenography Skill Test** (80/100/120 WPM)**
- 8 **Medium: - HINDI OR ENGLISH, ( tick the medium of skill test)**
- 9
- 10 **Ministry/office (in full Address: -**

- 11 **Present Address (in full Address): -**
- 12 Shri/Ms. ....Is a regular/ Temporary /  
Compassionate Ground (LDC, UDC, ASO, Stenographer Grade 'D' (on  
Compassionate Ground employee only) and Ministry / office  
..... under the following  
Cadre/Service: ( Tick Mark-Right) on the appropriate service:  
**CSCS/AFHQ/RBCS/IFS (B)/ELCS/CVC/CWC/CHDCS/other cadre.**

- 1 Photo copy of the first page, second page and third page of Service Book along with date of Joining and with Grade pay/Level should be enclosed with the Application Form duly 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: -.....

Name of candidate: - .....

Designation: - .....

Mob/Tel. OR Phone No: -.....

Email Address: .....

Place: -.....

Dated: - .....

**Departmental Endorsement to be filled by the U.S./HOD/Office in Incharge which the Candidate Serving: Certified that the particulars given above are correct:**

File No/Dy. No as on \_\_\_\_\_

Shri/Ms .....is a regular/Temporary /Compassionate Ground (LDC, UDC, ASO and Stenographer Grade 'D' on Compassionate Ground employee) and Basic Pay: -Rs:....., Grade Pay:-Rs:....., Pay Band Level.....in the office/Ministry of

..... who is participating under the -----Cadre is eligible to take/appear in Typewriting Test/Stenography Skill Test (Hindi OR English Medium) for release of Granted Advance Increment only **to be held in the Month of April, 2021.**

Signature: -----

Name of Officer: -----

Designation: -----

Officer Seal: .....

Office Phone or Mob. No-.....

Dated: .....