

A-34018/1/2024-Admin
Ministry of Jal Shakti
Department of Water Resources, RD & GR
(Administration Section)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, Dated: 21st November, 2024

OFFICE MEMORANDUM

Sub: Annual Departmental Typing Test Examination 2024- reg.

The undersigned is directed to refer to SSC(NR) Notice dated 23.10.2024 inviting application for Annual Departmental Typing Test & Stenographer Skill Test (80/100/120 WPM) Examination 2024 to be held in the 1st week of March 2025.

2. In accordance with provision of Rule 7 (4) (i) of CSCS (Amendment) Rules,2010 issued vide notification No G.S.R.902(E) dated 08.11.2010, it is stated that the candidates who passes the JSA/LDCE shall have to pass one of the periodic type-writing tests in English or Hindi held by SSC or Hindi typing test held by the Dept. of Official Language within a period of one year from the date of appointment, failing which no annual increments shall be allowed to them until they have passed the said test.

3. In this regard, it is informed that all the JSAs of select list 2018, 2020, 2021, 2022 & 2023 appointed in the year 2024 in this department who have not already passed the above test may submit their application to the Admin Section latest by 25.11.2024 for verification and forwarding to SSC(NR). Exam notice and Form are hereby enclosed.



(Saurabh)

Section Officer (Admin)

DoWR, RD & GR

Tel. No. 23710333

To:

1. All the JSAs of select list 2018, 2020, 2021, 2022 & 2023



// IMMEDIATE //

File No. 1/1/2024-DE (TT/SST-2024)
Dated 23.10.2024

भारत सरकार
कार्मिक और प्रशिक्षण विभाग,
कर्मचारी चयन आयोग, उत्तरी क्षेत्र द 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 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 (Northern 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 (Northern 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 (Northern Region). Applications Form would be uploaded on SSC (Northern Region) website the last date of receiving such applications is 30.11.2024 (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 Delhi, Rajasthan & Uttarakhand can apply for this examination from SSC (Northern Region). Rest of the candidates can apply from concerned Regional office of the Commission.

ASHESH CHAUDHARY
(Ashesh Chaudhary)
Under Secretary to the Govt. of India
Staff Selection Commission (NR)
भारत सरकार / Government of India
नई दिल्ली / New Delhi

Copy to the: -

1. All Regional Directors/ Ministries cadres offices, for information and necessary action.
2. IT Section, SSC (Hq) for uploading the notice & application form on the SSC (Hq) official website.
3. Under Secretary C-2, for information and necessary action.

APPLICATION FORM OF CANDIDATE
STAFF SELECTION COMMISSION
(NORTHERN REGION)

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

Closing Date : 30 November-2024 (6 PM).

Date of Exam. : 1st Week of March 2025 tentatively.

- | | | | |
|-----|---|---|--|
| 1. | Name of Candidate _____ | <div style="border: 1px solid black; padding: 5px; width: 100%;"> Paste Photograph

 Attested by HOD </div> | |
| 2. | Date of Birth _____ | | |
| 3. | Father's Name _____ | | |
| 4. | Category _____ | Signature of Candidate | |
| 5. | Designation _____ | <div style="border: 1px solid black; width: 100%; height: 30px;"></div> | |
| 6. | Date of Joining _____ | | |
| 7. | Basic Pay/Grade Pay _____ | | |
| 8. | Name of the Ministry/office (full Address) *: _____ | | |
| | _____ | | |
| 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. | | |

* **Address must come under the jurisdiction of SSC (NR) 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 _____

Officer Seal _____

Office phone/Mobile No. _____

Place:

Dated: