

Staff Selection Commission (KKR)
Bangalore

NOTICE

Subject: Annual Departmental Typing Test & Stenographer Skill Test Examination,
2024 is to be held in the 1st week of March, 2025 – Regarding

All the Departmental Candidates belonging to SSC (Karnataka – Kerala Region) are hereby informed that the Annual Departmental Typing Test and Proficiency Test for Stenographers Examination, 2024 is tentatively to be held in 1st week of March, 2025.

2. The Commission conducts the Annual Departmental Typing Test and Proficiency Test for Stenographers on Computer for the purpose of grant/release of Increments/advance Increments for Departmental candidates only.

3. Therefore, all Departmental candidates who are eligible and desire to apply for the above Skill Test may apply through proper channel as per attached application form. The applications duly verified by the concerned User Department may be forwarded to the Regional Director, Staff Selection Commission (KKR), 1st floor, E-Wing, Kendriya Sadan, Koramangala, Bangalore-560034. The last date for receipt of the application is 30.12.2024

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

5. Candidates whose offices are located in Karnataka and Kerala can apply for this examination from SSC (KKR). Rest of the candidates can apply from concerned Regional Office of the Commission.

Sd/-
(K. Nagaraja)
Regional Director

Application for Annual Typing Test and Stenography Test on Computer for grant/release of Increment/advance increment to the Stenographers (Ordinary Grade) of Subordinate Offices for the test

(To be filled in candidate's own handwriting)

An extra copy of the passport size photograph should be enclosed

Affix PP size
photograph

1. Name in full (in Block letters)
(State whether Shri/Kumari / Smt.) : _____
2. Date of Birth (in Christian era) : _____
3. Father's / Husband's name : _____
4. Category (UR/OBC/SC/ST/PwD/EXS) : _____
5. Designation : _____
6. Date of Joining : _____
7. Basic Pay : _____
8. Name of the Ministry / Office where
employed and station where it is located
with complete postal address / Tel. No. : _____
: _____
: _____
9. Candidate's Present Address : _____
: _____
: _____
10. Typewriting Test or Stenography Test : _____
11. Indicate the Speed at which you wish to : _____
take the stenography test (80/100 /120 wpm)
12. Medium Opted for Skill Test : _____
(ENGLISH / HINDI)
13. Mobile Number and Email ID of the candidate : _____

14. Photocopy of the First page, Second page and Third page of Service Book that carry date of joining with 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 are true to the best of my knowledge and belief.

Date:

Signature: _____

Name : _____

Designation _____

Mobile No. & Email ID _____

DEPARTMENTAL ENDORSEMENT

No..... Place..... Dated, the

Certified that Shri/Smt/ Kumari..... is a regular/Temporary (LDC/UDC/ASO and Stenographer Grade D (Compassionate ground employee) and his/her Basic Pay is 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.

2. Also certified that the number of chances already availed of by the applicant have been checked and that Shri / Smt. / Kumari..... has / has not already availed of three chances of the test conducted so far since 01.01.1973.

Signature:_____

Name of Officer : _____

Designation _____

Office Seal _____

Place:

Office Phone/Mobile No./Email ID _____

Dated: