

Government of India  
Ministry of Personnel, P.G. & Pensions  
Department of Personnel & Training  
**STAFF SELECTION COMMISSION**  
(Southern Region)

II Floor, EVK Sampath Building  
College Road, Chennai 600006

No.11/3/2013-S.R.

Dated :9<sup>th</sup> October, 2013

To

Roll No. :  
Name with :  
**Office Address:**

Subject: Conduct of **Stenography Skill Test on 27.10.2013** for the candidates nominated on relaxed standards through Recruitment to the post of Stenographer Grade C & D Examinations, 2010 & 2011 – regarding..

Dear Candidate,

On the basis of the final results of the Stenographer Grade C & D Examinations,2010 and 2011, you had been recommended for appointment to the post of Stenographer Grade D in relaxed standards in the Stenography Skill Test with the stipulation that you should clear the Skill Test to be conducted by SSC with 80 wpm. You are hereby admitted for the Stenography Skill Test on computer with 80 wpm. Instructions to Candidates for the Stenography Test for Steno Grade D (on computer) are available on the website of the Commission, [ssc.nic.in](http://ssc.nic.in).

2. Venue, Date and your Reporting Time for the Skill Test are as follows:-

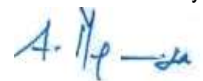
Date	<b>27.10.2013 (Sunday)</b>		
Batch No.		Reporting Time	
Venue	M/s. COALESCE TECHNOLOGIES PVT. LTD., New No.1, Old No.116, Anna Salai, Behind IDBI Bank, Little Mount, Chennai-600 015. Ph. No.044-22201905/6		

3. The Scheme of the Shorthand Skill Test for Stenographer Grade 'D' will be as under:-

Dictation Time (Speed @ 80 w.p.m.)	Reading Time	Transcription Time	Writing of Passage
10 minutes	10 minutes	50 minutes	50-60 words from the shorthand passage

4. You are requested to bring one recent passport size Photograph (no attestation required).
5. You are also required to bring your photo-bearing Identity Card issued by your employer for identification.
6. You will have to bear travelling and other expenses on your journey to and from the place of the Test. No contribution will be paid by the Commission.
7. No change in batch will be allowed for any candidate under any circumstance.

Yours faithfully,



Regional Director (I/c)