

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

EVK Sampath Building
2nd Floor, College Road
Chennai 600006

No. 11/5/2012-S.R.

SPECIMEN

Dated 02nd June 2014

To

Roll No. :
Name :
Address :

Subject: Stenographer Grade (C & D) Examination, 2013 – Conduct of **Stenography Skill Test** for the post of Stenographer Grade D & Grade C– VH candidates.

Dear Candidate,

On the basis of the results of written part of the Stenographer Grade C & D Examination, 2013, I am to inform that you are hereby admitted for Stenography Test on computer for both the posts of Stenographer Grade D & Grade C (VH candidate) on provisional basis. As a Visually handicapped candidate, you are advised to bring your own materials like braille frame, slide rule etc. for taking dictation etc. Detailed Instructions to Candidates for Stenography Skill Test for Steno Grade D & C (on computer) are available at the website of the Commission, ssc.nic.in.

2. Venue, date of Skill Test and your Reporting Time are as follows:-

Date	28.06.2014		
Batch No.(Gr.D)		Reporting Time	
Batch No.(Gr.C)		Reporting Time	
Venue	Data Software Research Company Private Limited, No.19, Pycrofts Garden Road, Nungambakkam, Chennai – 600 006. (Off. Haddows Road, Passport Office)		

3. The Scheme of the Shorthand Skill Test for Stenographers Grade D / Grade C (Visually Handicapped candidates) will be as under:-

Name of post	Speed	Dictation Time	Reading Time	Transcription time	Writing of passage
StenoGr.D	80 wpm	10 minutes	10 minutes	75 minutes	50-60 words from shorthand passage
StenoGr.C	100 wpm	10 minutes	10 minutes	70 minutes	50-60 words from shorthand passage

4. You should bring this Call letter in original and also the following documents in original for verification and submit copies of the same, duly attested by a Gazetted Officer for record:-

- (i) Matriculation or equivalent certificate in support of your Date of Birth.
- (ii) 12th Standard or equivalent certificate from a recognized Board or University (obtained before 01.08.2013) along with mark sheet.
- (iii) Certificates issued by the Competent Authorities, in the format as prescribed in the Notice of the Recruitment in support of your claim to belong to OBC/SC/ST/Exs/PH categories.
- (iv) No Objection Certificate from your present employer, if you are a Central Government Civilian Employee and have claimed age relaxation. [NOC is not required if no age relaxation is sought. Candidates working in Private Sector or PSUs need not produce NOC].
- (v) Two copies of recent passport size photograph (no attestation required).

Note: The **OBC certificate** should have been obtained within 3 years before the last date for receipt of application, i.e. date of issue of OBC certificate should be on or after 27.10.2010. It may be ensured that the OBC certificate in Central Govt. format is obtained. Candidates submitting OBC certificates which are not in format or issued beyond the validity period will be treated under UR category, if otherwise eligible.

5. If you do not produce any of the above-mentioned documents in original along with the attested copies of the same, you will not be admitted for the Skill Test under any circumstances.

6. You should submit an **Attestation Form** duly filled in triplicate and submit the same on the day of the Skill Test. The attestation form is available under the head 'FORMS' in Candidates Corner on the Commission's website ssc.nic.in.

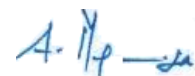
7. You will have to bear travelling and other expenses on your journey to and from the place of the Test. No contribution will be paid by the Commission. The Commission does not also make arrangements for lodging and boarding for the candidates.

8. Any change in your present postal address should be communicated to this Office at once indicating your Roll No., name of the recruitment and the post applied for.

9. Your candidature is provisional. You must, therefore, ensure that you fulfill all the conditions of eligibility laid down in the advertisement. To avoid any disappointment at a later stage, you are advised to recheck whether you meet all the eligibility criteria laid down as on the crucial date prescribed for the post in question. If, at any stage, it is found that you do not fulfill any of the conditions of eligibility, your candidature will be cancelled and no appeal against such cancellation will be entertained.

10. No change in batch will be allowed for any candidate under any circumstances.

11. Please note that the fact that you have been called for the Skill Test does not confer on you any right to be treated as eligible for selection/appointment.



Regional Director