

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

2nd Floor, EVK Sampath Building
DPI Campus, College Road
Chennai-600006

No.11/4/2014-S.R.

Dated 8th December 2014

SPECIMEN

To

Roll No. :

Name :

Address :

Subject: Stenographers Grade (C & D) Examination, 2014-Conduct of **Stenography Skill Test** for the posts of Stenographers Grade 'D' & Grade 'C'.

Dear Candidate,

On the basis of the results of written part of the Stenographers Grade (C & D) Examination, 2014, I am to inform that you are hereby admitted for Stenography Skill Test on computer for the posts of Stenographers Grade 'D' & Grade 'C' on provisional basis. Instructions to Candidates for Stenography Test are available at Candidates' Corner of the website of the Commission ssc.nic.in.

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

Date			
Batch No.(Grade 'D')		Reporting Time	
Batch No.(Grade 'C')		Reporting Time	
Venue	M/S DATA SOFTWARE RESEARCH COMPANY PRIVATE LIMITED (DSRC) 19-Pycrofts Garden Road, Nungambakkam [Near Shastri Bhavan] Chennai-600006		

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

Name of Post	Speed	Dictation Time	Reading Time	Transcription Time	Handwriting Passage
Steno Gr-D	80 wpm	10 minutes	10 minutes	50 minutes	50-60 words from Shorthand Passage
Steno Gr-C	100 wpm	10 minutes	10 minutes	40 minutes	50-60 words from Shorthand Passage

4. You should bring this Call Letter and also the following documents, in original, for verification and submit one set of self-attested copies of the same 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 01.08.2014) along with mark sheet **in support of your Educational Qualification**;
- (iii) Certificates issued by the Competent Authorities, in the format as prescribed in the Notice of the Recruitment in support of your claim belonging to **OBC/SC/ST/ExS/PH categories**;
- (iv) **No Objection Certificate (NOC) from your present employer**, if you are a Central Government Civilian Employee and have claimed age relaxation. [Please note NOC is not required if no age relaxation is sought. Candidates working in Private Sector or PSUs need not produce the NOC];
- (v) **Two copies of recent passport size photograph** (no attestation required).

IMPORTANT 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 28.06.2011**. It may be ensured that the OBC certificate in Central Govt. format is obtained. Candidates submitting OBC certificates which are not in the desired 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 self-attested copies of the same, you will not be admitted for the Skill Test under any circumstances.

6. The Commission has introduced Online verification system at the time of Skill Test, during which you can exercise option in the order of preference for various departments. The Option Form will be uploaded on the website of this Office (i.e.) www.sscsr.gov.in for you to come prepared with the option preference while you report for the Skill test.

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 date/batch will be allowed for any candidate under any circumstance.

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