No.E-E.11019/1/2025-EXAM_SR
Date : 23.12.2025

भारतसरकार
कर्मचारीचयनआयोग(.क्षे.द)
कार्मिकलोकशिकायतऔरपेंशनमंत्रालय
दूसरीमंजिलवीकेसंपतबिल्डिंग.ई,
कॉलेजरोड, चेन्नै-600006

Government of India
Staff Selection Commission (SR)
Ministry of Personnel, Public Grievances & Pensions,
2nd Floor, EVK Sampath Building,
College Road, Chennai – 600 006.

"NOTICE"

Subject:- Annual Departmental Typing Test (English/Hindi) & Stenographer Skill Test (English/Hindi) (80/100/120 WPM) Examination 2025 is to be held in the 1st week of March-2026- regarding.

The Commission conducts the Annual Departmental Typing Test (English/Hindi) & Stenographer Skill Test (English/Hindi) (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 (Southern Region) only are hereby informed that the Annual Departmental Typing Test (English/Hindi) & Stenographer Skill Test (English/Hindi) (80/100/120 WPM) Examination – 2025 is scheduled to be held tentatively in the 1st week of March-2026 on computer.

3. Therefore, all departmental candidates belonging to SSC (Southern Region) who are eligible and desire to apply for the Annual Departmental Typing Test (English/Hindi) & Stenographer Skill Test (English/Hindi) (80/100/120 WPM) Examination – 2025 may apply through proper channel as per format/Application Form attached herewith and the applications duly verified by the concerned user department may be forwarded to SSC (Southern Region). Applications Form would be uploaded on SSC (Southern Region) official website and the last date of receiving such applications is **16.01.2026 (6:00PM)**.

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 Tamil Nadu, Andhra Pradesh, Telangana and Puducherry only can apply for this examination from SSC (Southern Region). Rest of the candidates can apply from concerned Regional office of the Commission.

(Rahul K)
Regional Director

APPLICATION FORM OF CANDIDATE
STAFF SELECTION COMMISSION
(SOUTHERN REGION)

Subject : Conducting of Annual Departmental Typing Test (English/Hindi) & Stenographer Skill Test (English/Hindi) (80/100/120 WPM) Examination, 2025 for the Departmental Candidates belonging to **SSC (SR) only** for grant/release of Increments/advance increment for Departmental Candidates only.

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Closing Date :16th January, 2026 (6.00 PM)
Date of Exam : 1st Week of March 2026 tentatively.

1. Name of the Candidate _____

Paste Photograph
Attested by HOD

2. Date of Birth _____

3. Father's Name _____

4. Category (including disability type if any) _____

5. Designation _____

6. Date of Joining _____

Signature of Candidate

7. Basic Pay/Grade Pay _____

8. Name of the Ministry/Office (full Address) *: _____

_____

9. Candidate's 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 _____

(TO BE CERTIFIED BY SPONSORING AUTHORITY)

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 (SR) only.**

14. Photo copy of 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 : _____

Date : _____

DEPARTMENT ENDORSEMENT TO BE FILLED BY THE UNDER SECRETARYS/HOD WHERE THE CANDDATE SERVING: CERTIFIED THAT THE PARTICULARS GIVEN ABOVE ARE CORRECT:

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

Certified that 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.

2. Also certified that the number of chances already availed of by the applicant have been checked and that Shri/Ms ..... has/has not already availed of three chances of the test conducted.

Signature _____

Name of Officer _____

Designation _____

Officer Seal _____

Office phone/Mobile No_____

E-mail id _____

Place:

Dated: