



File No. 12/1/2009-SSC (CR)-Rectt.
Govt. of India
Department of Personnel & Training
M/o Personnel, Public Grievances & Pensions
Staff Selection Commission (CR)
8A-B, Beli Road, Allahabad

Dated:

To,

Subject: Combined Matric Level (Main) Examination, 2008- Conduct of Skill Test for LDCs and Stenographers Grade 'D'-regarding.

Dear Candidate,

Please refer to your candidature for the abovementioned examination. As per the result of the written part of the said examination, you have been declared 'Provisionally' qualified for appearing in the skill test in typewriting/shorthand for recruitment to the post(s) to be filled through Combined Matric Level (Main) Examination, 2009.

2. As per the Decision of Government (Department of Personnel & Training), the skill test for LDCs and Stenographers Grade 'D' of the said recruitment will be held on Computer as well as the candidates have the option to take the skill test on manual typewriter. The Computers for skill test will be arranged by the Commission without any payment, whereas the candidates, who opt for the skill test on manual typewriter, will have to arrange their own typewriter. For this purpose D/o P&T have indicated the standard for skill test on Manual Typewriter as well as on Computer for LDCs and Stenographers which is as under:-

Post	Standard of Skill Test on Manual Typewriter	Standard of Skill Test on Computer
Lower Division Clerk	English Typing @ 30 wpm Hindi Typing @ 25 wpm	English Typing @ 35 wpm Hindi Typing @ 30 wpm (for 35 wpm & 30 wpm, the candidate will enter, 10500 & 9000 key depressions per hour respectively)
Stenographer Grade 'D'	<u>Dictation</u> : 10 minutes @ 80 wpm <u>Transcription</u> English: 65 minutes Hindi: 75 minutes	<u>Dictation</u> : 10 minutes @ 80 wpm <u>Transcription</u> English: 50 minutes Hindi: 65 minutes

3. **You are, therefore, directed to submit your option for the mode of skill test i.e. manual or computer, in the proforma enclosed overleaf and send it to this office immediately and latest by 14.10.2009 by speed post/speed post. Please also indicate your option for the medium of typewriting/dictation. In case you do not indicate your medium, the option for medium given in your application form for the said examination will be taken as final.**

4. **It may be noted that if you do not submit your option within the stipulated time, your skill test will be conducted on manual typewriter and if no medium is specified in your application form, English will be taken as medium in terms of the notice of examination.**

Assistant Director (Rectt.)

Encl: Overleaf.

Combined Matric Level (Main) Examination, 2008: Conduct of Skill Test for LDCs and Stenographers Grade 'D'- Proforma for indicating the option by the candidates for taking skill test on manual typewriter/computer.

Name of the Candidate: _____

Roll No. : _____

Name of the Post (LDC/Steno D): _____

Option of the Candidate:

Name of the Post	Mode of the Skill Test (Please indicate your option i.e. Typewriter or Computer)	Medium of Typewriting/Dictation (Hindi/English)
Lower Division Clerk		
Stenographer Grade 'D'		

Note: **Once the option given by the candidates in this regard will be treated as final.**

I understand that standards of skill test on computer are-

Post	Standard of Skill Test on Manual Typewriter	Standard of Skill Test on Computer
Lower Division Clerk	English Typing @ 30 wpm Hindi Typing @ 25 wpm	English Typing @ 35 wpm Hindi Typing @ 30 wpm (for 35 wpm & 30 wpm, the candidate will enter, 10500 & 9000 key depressions per hour respectively)
Stenographer Grade 'D'	<u>Dictation:</u> 10 minutes @ 80 wpm <u>Transcription</u> English: 65 minutes Hindi: 75 minutes	<u>Dictation:</u> 10 minutes @ 80 wpm <u>Transcription</u> English: 50 minutes Hindi: 65 minutes

In case, I opt for manual typewriter, I will bring my own typewriter for the skill test.

(Signature of the Candidate)

Date: _____

Place: _____

Name: _____

Address: _____

Telephone/Mobile: _____