



सत्यमेव जयते

भारत सरकार  
**कर्मचारी चयन आयोग(म.प्र. क्षेत्र)**  
 कार्मिक, लोक शिकायत एवं पेंशन मंत्रालय  
 जे-5, अनुपम नगर, रायपुर (छ.ग.)-492 007  
 Government of India  
**STAFF SELECTION COMMISSION (M.P.R.)**  
 M/o-Personnel, Public Grievances & Pensions,  
 J-5, Anupam Nagar, Raipur (C.G.)-492 007  
 Phone-2282507, 2282678, Fax:0771-2282678  
 Website-www.sscmpr.org



Dt.-21.02.2017

ISO-9001:2008 Certified Office

प्रति,

विषय :- टंकण परीक्षा-2017 एवं अग्रिम वेतनवृद्धि के लिए आशुलिपिकों का दक्षता परीक्षण-2017 की समय सारणी के संबंध में।  
 महोदय,

कर्मचारी चयन आयोग द्वारा लिए गए निर्णय के अनुसार शासकीय सेवार्त कर्मचारियों के लिए आयोजित किए जाने वाली टंकण परीक्षा/आशुलिपिक दक्षता परीक्षा वर्ष में केवल एक बार लिया जाएगा। अतः शासकीय सेवार्त कर्मचारियों के लिए आयोजित किए जाने वाली टंकण परीक्षा/आशुलिपिक दक्षता परीक्षा-2017 की समय सारणी निम्नानुसार है:-

टंकण परीक्षा की समय सारणी -

परीक्षण माह	आवेदन पत्र प्राप्ति की अंतिम तिथि	टंकण परीक्षा की तिथि
मार्च-2017	03-03-2017	25-03-2017, शनिवार

आशुलिपि दक्षता परीक्षण की समय सारणी -

परीक्षण माह	आवेदन पत्र प्राप्ति की अंतिम तिथि	दक्षता परीक्षा की तिथि
मार्च-2017	03-03-2017	25-03-2017, शनिवार

आपके कार्यालय/विभाग के कर्मचारी, जो टंकण परीक्षा /दक्षता परीक्षण में भाग लेने के इच्छुक हैं उनके पूर्ण रूप से भरे हुए तथा अनुमोदित आवेदन पत्र संलग्न आवेदन पत्र के प्रारूप में उक्त समय सारणी के अनुसार इस कार्यालय को भिजवाएं। अंतिम तिथि के पश्चात प्राप्त आवेदन पत्रों को स्वीकार नहीं किया जाएगा।

संलग्न :- आवेदन पत्र का प्रारूप।

भवदीय

वेदप्रकाश 4201

(वी एम पटवा)  
 उप निदेशक

**STAFF SELECTION COMMISSION**

Application Form for English/Hindi Typewriting Test to be held in the Month of ..... 200 at ..... Centre.

[ To be filled in Candidate's own handwriting ]

Photograph
------------

01. Name in full [Shri/Smt./Kum.]:.....  
[ In Block Letters ]

02.A State the Medium & Mode in which you wish to take the Typewriting Test

ENGLISH	HINDI

COMPUTER	TYPEWRITER

03. Date of Birth : .....  
[In Christian Era]

04. Father's/Husband's Name and Address : .....  
.....  
.....

05. Name of the Ministry / Office where employed and the station where it is located : .....

06. Name of the Post held : .....

07. Date from which the Post is held : .....

08. Details of the Staff Selection Commission's Typewriting Test at which you appeared last time.

Sl.No.	Date of Test	Roll No.	Place where the Test was taken	Results

I do hereby declare that the statements made in this application are true to the best of my knowledge and belief.

Place: .....  
Date: .....

Signature: .....  
Name: .....  
(In Block Letter)

DEPARTMENTAL ENDORSEMENT

No. \_\_\_\_\_

Dated: \_\_\_\_\_

Certified that the particulars given above are correct.

Shri/Smt./Kumari..... is  
a Temporary/Provisionally Confirmed/Permanent Office of /Ministry  
of..... which is participating/not participating in  
the Central Secretariat Clerical Service, and is eligible to take the Typewriting Test to be  
held on..... His/Her admission to the Test is recommended.

Signature.....

Name .....

Designation.....

Ministry.....

Office.....

Place.....

Stamp/Seal.....

This endorsement should be signed by an officer not below the rank of an Under Secretary or equivalent.

Whichever is "NOT" applicable may be deleted.

- NOTE:-
1. Computer will be provide by the Commission to the candidates who opt to give Typewriting Test in Computer.
  2. Candidates who opt to give Typewriting Test in Typewriter machine will have to arrange their own Typewriter machine. The Commission will not provide Typewriter machine.



**PROFICIENCY TEST FOR GRANT OF ADVANCE INCREMENT TO THE  
STENOGRAPHERS (ORDINARY GRADE) OF SUBORDINATE OFFICES.**

4

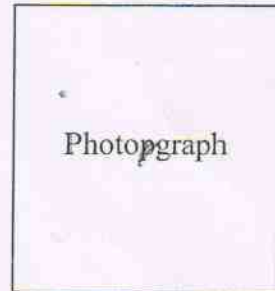
**APPLICATION FORM FOR THE PROFICIENCY TEST TO BE HELD IN THE  
MONTH OF JUNE/DECEMBER,**

**( To be filled in candidate's Own handwriting)**

Name of the Candidate§ \_\_\_\_\_  
(in block letters) \_\_\_\_\_

Exact date of birth \_\_\_\_\_  
(Christian Era) \_\_\_\_\_

Father's/Husband's Name \_\_\_\_\_



From the list of centres, name the Centres, \_\_\_\_\_  
where you wish to take Examination.

State the medium in which you Wish to  
take the Shorthand test.

ENGLISH	HINDI

State the mode in which you wish to  
transcribe the Shorthand test.

COMPUTER	TYPEWRITER MACHINE

Indicate the speed at which you wish to  
take the shorthand test (viz. 100 wpm/120 \_\_\_\_\_  
wpm)

**SIGNATURE OF THE CANDIDATE:**  
**DATE:** \_\_\_\_\_

**DEPARTMENTAL ENDORSEMENT**

No.....

**Date:** \_\_\_\_\_

Certified that Shri..... is regularly employed  
Stenographers (Ordinary Grade) in the .....  
.....(name of the subordinate Office)  
under the Ministry/department .....  
and is eligible to take the proficiency test for grant of advance increment.

Also certified that the number of chances already availed of by the applicant have  
been checked and that Shri ..... has already availed of  
First chances of the tests conducted so far since

**SIGNATURE:**  
**NAME:**  
**DESIGNATION:**  
**OFFICE (SEAL):**

**PLACE :** \_\_\_\_\_

- The endorsement should be signed by the head of Office where the candidates is serving.

NOTE:- 1. Computer will be provide by the Commission to the candidates who opt to transcribe in Computer.

2. Candidates who opt to transcribe in Typewriter machine will have to arrange their own Typewriter machine. The Commission will not provide Typewriter machine.