CIRCULAR

Sub: Conduct of Annual Departmental Typewriting Test/ Stenography skill Test (80/100/120/WPM) Examination-2021 to be held in April / May 2021 – reg.

A notice regarding Annual Departmental Typewriting Test/Stenography skill test, 2021 (80/100/120 WPM) to be held in April/May, 2021 received from Department of Personnel and Training is enclosed herewith. All the interested candidates may go through the enclosed Notice and send their applications duly filled in/attested through proper channel to ASI Hqrs. by 5th April 2021 (5.30 PM).

Encl: As above

To:-

All Archaeological Survey of India Offices: - All HODs are requested to mandatorily display this circular in their Notice Boards and also circulate this circular in their all Sub-Circles/Site Offices/Branches/Divisions for intimation of all concerned officials immediately.
File No-1/5/2019 – ND - II (NR).
Government of India.
Ministry of Personnel, Public Grievances & Pension,
(Department of Personnel & Training,)
Staff Selection Commission (Northern Regional)

Block No-12, CGO Complex,
Lodhi Road, New Delhi-110003.
Dated: 09, March, 2021

“NOTICE”

Subject: - Conduct of Annual Departmental Typewriting Test/ Stenography Skill Test (80/100/120 WPM) Examination-2021, to be held in April / May 2021.

All Departmental Candidates are hereby informed that the Annual Departmental Typewriting Test/ Stenography Skill Test (80/100/120 WPM) Examination, 2021 is likely to be held on Computer mode in April / May 2021.

2 All Departmental Candidates desiring to apply for the Annual Departmental Typewriting Test/ Stenography Skill Test (80/100/120 WPM) Examination, 2021, may now do so through proper channel and the applicants may send their completed applications duly filled in /attested and forwarded by their Cadre Authority of their Departments to the Under Secretary (ND-I) Section, Staff Selection Commission (Northern Region), Block No-12, CGO Complex, Lodhi Road, New Delhi-110003, so as to reach this office by 12th April 2021 (05-30 PM)

3 The dictation for Stenography Skill Test (80/100/120 WPM) will be made through Recorded Audio “CD” passage only.

Encl: - (Application Form)

(R. Chakrapani)
Under Secretary (ND-I /NR),
Staff Selection Commission
(Northern Region)

Subject: - Annual Departmental Typewriting Test & Stenography Skill Test (80/100/120 WPM, for Granted to Release Advance Increment, Examination- 2021 for All Departmental Candidates only – regarding.

Closing of Date: - 12th April, 2021.
Examination of Date: - April/May, 2021.

1 Name of Candidate: -
2 Date of Birth :-
3 Father’s Name :-
4 Category :-
5 Designation :-
6 Date of Joining :-
7 Skill Test: - Typewriting Test and Stenography Skill Test (80/100/120 WPM)
8 Medium: - HINDI OR ENGLISH, (tick the medium of skill test)
9
10 Ministry/office (in full Address): -

11 Present Address (in full Address): -
12 Shri/Ms. ..............................................Is a regular/ Temporary / Compassionate Ground (LDC, UDC, ASO, Stenographer Grade ‘D’ (on Compassionate Ground employee only) and Ministry / office .............................................. under the following Cadre/Service: (Tick Mark-Right) on the appropriate service: CSCS/AFHQ/RBCS/IFS (B)/ELCS/CVC/CWC/CHDCS/other cadre.

1 Photo copy of the first page, second page and third page of Service Book along with date of Joining and with Grade pay/Level should be enclosed with the Application Form duly verified 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: ....................................................

Name of candidate: ...........................................

Designation: ..................................................

Mob/Tel. OR Phone No: ......................................

Email Address: ..................................................

Place: ..........................................................

Dated: ..........................................................

Departmental Endorsement to be filled by the U.S./HOD/Office in Incharge which the Candidate Serving: Certified that the particulars given above are correct:

File No/Dy. No as on ............................................

Shri/Ms ..............................................................is a regular/Temporary/Compassionate Ground (LDC, UDC, ASO and Stenographer Grade ‘D’ on Compassionate Ground employee) and Basic Pay: -Rs:.............., Grade Pay:-Rs:........................., Pay Band Level.............................................in the office/Ministry of

.............................................................................. who is participating under the ................-Cadre is eligible to take/appear in Typewriting Test/Stenography Skill Test (Hindi OR English Medium) for release of Granted Advance Increment only to be held in the Month of April, 2021.

Signature: ..........................................................

Name of Officer: ..................................................

Designation: .....................................................

Officer Seal: ......................................................

Office Phone or Mob. No: ......................................

Dated: .............................................................