



File no. E-E.12019/2/2025-DD\_Exam  
Dated: 01/01/2026

भारत सरकार  
कर्मचारी चयन आयोग (मध्य क्षेत्र)  
कार्मिक एवं प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत एवं पेंशन मंत्रालय  
पाँचवा तल, केन्द्रीय सदन, एम. जी. मार्ग,  
सिविल लाइन्स, प्रयागराज- 211001



International Year  
of Cooperatives  
2025  
Cooperatives Build  
a Better World

Government of India  
Staff Selection Commission  
(Central Region), DoPT  
Ministry of Personnel, Public Grievances  
& Pensions  
5<sup>th</sup> Floor, Kendriya Sadan, M.G. Marg,  
Civil Lines, Prayagraj-211001

## NOTICE

**Subject: Annual Departmental Typing Test (English/Hindi) & Stenographer Skill Test (English/Hindi) (80/100/120 WPM) Examination 2025 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 (Central Region) are hereby informed that the Annual Departmental Typing Test & Stenographer Skill Test (80/100/120 WPM) Examination-2025 is to be held tentatively in 1st week of March-2026 on computer.

3. Therefore, all departmental candidates belonging to SSC (Central Region) who are eligible and desire to apply for the Annual Departmental Typewriting/Stenographer Skill Test (80/100/120 WPM) Examination-2025 may apply through proper channel as per format/attached herewith Application Form and the applications duly verified by the concerned user department may be forwarded to SSC (Central Region). Applications Form would be uploaded on SSC (Central Region) website the last date of receiving such applications is **31.01.2026 (6:00 PM)**.

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 the Uttar Pradesh & Bihar can apply for this examination from SSC (Central Region). Rest of the candidates can apply from concern Regional office of the Commission.

Sd/-  
Deputy Director (CR)

**APPLICATION FORM OF CANDIDATE**  
**STAFF SELECTION COMMISSION**  
**(CENTRAL REGION)**

Subject: Conducting of Annual Departmental Typewriting Test (English/Hindi) & Stenography Skill Test (English/Hindi) (80/100/120 WPM) Examination, 2025 for the departmental candidates belonging to SSC (CR) only for grant/release of Increments/advance increments for Departmental Candidates only.

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Closing Date : 31 January-2026 (6 PM).

Date of Exam : 1st Week of March 2026 tentatively.

1. Name of Candidate \_\_\_\_\_
2. Date of Birth \_\_\_\_\_
3. Father's Name \_\_\_\_\_
4. Category (including disability type if any) \_\_\_\_\_
5. Designation \_\_\_\_\_
6. Date of Joining \_\_\_\_\_
7. Basic Pay/Grade Pay \_\_\_\_\_
8. Name of the Ministry/office (full Address) \* \_\_\_\_\_  
\_\_\_\_\_
9. Candidate 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 \_\_\_\_\_

Paste Photograph

Attested by HOD

Signature of Candidate

**(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 (CR) only.**

14. Photo copy of the 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 \_\_\_\_\_

Dated \_\_\_\_\_

**DEPARTMENT ENDORSEMENT TO BE FILLED BY THE US/HOD WHERE THE CANDIDATE  
SERVING: CERTIFIED THAT THE PARTICULARS GIVEN ABOVE ARE CORRECT:**

File No/Dy. No as on \_\_\_\_\_

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 to be held in the 1<sup>st</sup> week of March, 2026.

Signature \_\_\_\_\_

Name of Officer \_\_\_\_\_

Designation \_\_\_\_\_

Officer Seal \_\_\_\_\_

Office phone/Mobile No. \_\_\_\_\_

Place:

Dated: