

Government of India
Ministry of Personnel, P.G. & Pensions
Department of Personnel & Training
STAFF SELECTION COMMISSION
(Southern Region)

EVK Sampath Building
2nd Floor, College Road
Chennai 600006

No. 11/6/2011-S.R.

Dated 27 December 2011

To

Roll No. :

Name :

Address :

Subject: Stenographer Grade (C & D) Examination, 2011 – Conduct of stenography skill test for the posts of Stenographer Grade D & Grade C

Dear Candidate,

On the basis of the results of written part of the Stenographer Grade C & D Examination, 2011, I am to inform that you are hereby admitted for Stenography Test on computer for both the posts of Stenographer Grade D & Grade C on provisional basis. Instructions to Candidates for Stenography Test for Steno Grade D & C (on computer) are available in Candidates Corner on the website of the Commission, ssc.nic.in.

2. Venue, date of Skill Test and your Reporting Time are as follows:

Date	24.01.2012 (Tuesday)		
Batch No.(Gr.D)		Reporting Time	
Batch No.(Gr.C)		Reporting Time	
Venue	M/s Vam Soft Technology & Consultancy No.1 Balaji Nagar, 1st Street Ekkaduthangal Opposite Virtusa Chennai 600032		

3. The Scheme of the Shorthand Skill test for Grade D & C Stenographers will be as under:

Name of post	Speed	Dictation Time	Reading Time	Transcription time	Writing of passage
Gr.D Steno	80 w.p.m.	10 minutes	10 minutes	50 minutes	50-60 words from shorthand passage
Gr.C Steno	100 w.p.m.	10 minutes	10 minutes	40 minutes	50-60 words from shorthand passage

4. You should bring this Call letter in original and also the following documents in original for verification and submit copies of the same, duly attested by a Gazetted Officer for record:

- 1) Matriculation School or equivalent certificate, issued by the State/Central Education Board showing your Date of Birth (in Christian era).
- 2) 12th Standard or equivalent certificate from a recognized Board or University (obtained before 01.08.2011) along with mark sheet.
- 3) Certificates issued by the Competent Authorities, in the format as prescribed in the Notice of the Recruitment in support of your claim to belong to OBC/SC/ST/Exs/PH categories.
- 4) No Objection Certificate, if you are already in service.
- 5) Two copies of recent passport size photograph (no attestation required)

Note: The **OBC certificate** should have been obtained within 3 years before the date of completion of Skill test. It may be ensured that the OBC certificate in Central Govt. format is obtained. Candidates submitting OBC certificates which are not in format or issued beyond the validity period will be treated under UR category, if otherwise eligible.

5. If you do not produce any of the above-mentioned documents in original along with the attested copies of the same, you will not be admitted for the Skill Test under any circumstances.

6. You should submit an **Attestation Form** duly filled in triplicate and submit the same on the day of Skill Test. The attestation form is available under the head 'FORMS' in Candidates Corner on the Commission's website ssc.nic.in

7. You will have to bear travelling and other expenses on your journey to and from the place of the Test. No contribution will be paid by the Commission. The Commission does not also make arrangements for lodging and boarding for the candidates.

8. Any change in your present postal address should be communicated to this Office at once indicating your Roll No., name of the recruitment and the post applied for.

9. Your candidature is provisional. You must, therefore, ensure that you fulfill all the conditions of eligibility laid down in the advertisement. To avoid any disappointment at a later stage, you are advised to recheck whether you meet all the eligibility criteria laid down as on the crucial date prescribed for the post in question. If, at any stage, it is found that you do not fulfill any of the conditions of eligibility, your candidature will be cancelled and no appeal against such cancellation will be entertained.

10. No change in batch will be allowed for any candidate under any circumstances.

11. Please note that the fact that you have been called for the Skill Test does not confer on you any right to be treated as eligible for selection/appointment.

Regional Director