

**STAFF SELECTION COMMISSION (Southern Region),Chennai**

**Quarterly Typing Test – January,2012 to be held on 28.01.2012**

**Profile of the candidates**

Sl. No.	Roll No.	Name of the Candidate	Date of Birth	Batch	Name of the Office
1.	8201000001	Smt.J. Priyadarshini, LDC	16.01.1990	I	Indian Coast Guard District No.5 (TN & PCY),Chennai.
2.	8201000002	Shri. G. Vasu, LDC	15.05.1970	I	Coast Guard Region (East), Chennai.
3.	8201000003	Smt. M. Hemalatha, LDC	13.05.1978	I	CBI, Special Crimes Branch, Chennai
4.	8201000004	Smt.P. Meenakshi,LDC	31.03.1976	II	Officer Surveyor/CDDO Survey of India, Chennai
5.	8201000005	VA. Kumaraguru,LDC	07.12.0988	II	Staff Officer (Civilians), Indian Coast Guard Station, Tuticorin.
6.	8201000006	T. Mahesh,LDC	12.04.1978	II	Staff Officer (Civilians), Indian Coast Guard Station, Tuticorin.
7.	8201000007	R.S. Maneesh,LDC	30.05.1973	III	Superintending Engineer(C) Central Water Commission, Coimbatore.
8.	8201000008	S. Vijay Krishna,LDC	17.07.1981	III	Assistant Station Engineer, Doordarshan Maintenance Centre, Kurnool
9	8201000009	JPC Tamilselvi,LDC	15.06.1967	III	Staff Officer (Civilians) Indian Coast Guard Air Station, Chennai

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## STAFF SELECTION COMMISSION

### Instructions to the candidates for Typewriting test (On computer)

The Commission will provide the computer for the test.

2. The skill test in typewriting is a qualifying test only. It will consist of one paper on running matter in the following manner:

| Post                 | Skill test norms on computer                                                                                                                       |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Lower Division clerk | English typing @ 35 w.p.m.<br>(Time allowed - 10 minutes)<br>(35 w.p.m. correspond to 10500 KDPH on an average of 5 key depressions for each word) |

3. Candidates are required to report to the supervisor half-an-hour before the commencement of the test, or at the reporting time indicated on their Admission certificate.
4. The candidates will be required to take their seats 10 minutes before the commencement of the test. If the computer goes out of order, the candidate should not shout or disturb others, but should remain seated quietly and inform the invigilator.
5. Candidates should type their particulars (roll number, etc.) in the space provided on the screen, verify his/her personal details on the next screen and press the button "CONFIRM". He should familiarize himself on the instructions available on Commission's website <http://sss.nic.in>
6. After completing the typing of the passage once, candidates are advised not to re-type the passage. If spare time is available, candidates may utilize the time for checking the typescript and making corrections.
7. Immediately after the typewriting test is over the candidate will have to write in his/her own handwriting one paragraph of about 50-60 words from the typewriting passage given to him/her on a separate sheet and will have to put his/her name, Roll No. and signature at the end.
8. Candidates should not tear any sheet given to them. When the printout of the passage typed by him is given to him he must write his roll No. and name on each page, sign and handover to the invigilator.
9. Candidate must return the Question Paper along with their scripts to the Invigilator. They should not take either the Question Paper or script or any blank typing paper out of the Examination Hall.

10. Every candidate will be supplied with a photo-bearing attendance sheet with his/her Roll number. He/she will be required to sign it and put his/her Left Hand Thumb Impression before the beginning of the Test.
11. Candidates shall not be permitted to leave the Examination Hall until the expiry of the Test.
12. On completion of the test, they shall remain seated at their desks and wait until their scripts are collected and accounted for. They must not type, write, or erase after the expiry of the allotted time.
13. Silence must be observed in the Examination Hall.
14. Smoking/chewing tobacco in the Examination Hall is strictly prohibited.
15. Candidates must abide by further instructions, if any, which may be given to them by the Supervisor. If any candidate fails to do so or indulges in disorderly or improper conduct he/she will render himself/herself liable to expulsion from the Test or such other penalty as the Commission may deem fit.
16. Any request for change in time/date/centre/medium of the typewriting test will not be entertained by the Commission under any circumstances.
17. Candidates must start typing from the beginning of the Question paper and must complete the whole paper.