CIRCULAR

To
All sections in Main Office
All Sub offices under PCDA (WC) Chandigarh

Sub: Type writing test for the purpose of drawal of increment.

As aware, passing of Type test is mandatory in respect of clerks who have appointed on compassionate grounds and those who have promoted as clerks from MTS posts etc, for grant of Annual increment to them. The type test to be conducted by the SSC (NWR) Chandigarh is going to be held from 23.03.2020 to 27.03.2020.

2. Accordingly, the enclosed prescribed proforma for type-writing test may be got completed in duplicate from those Candidate(s) who have either not yet appeared in/or have not yet passed typing test, and forwarded to this office through e-mail so as to reach latest by 02.03.2020 positively for onward transmission to SSC, Chandigarh for their further necessary action. It may be noted that no action will be taken on incomplete/delayed submission of the aforesaid proforma. As such, the time limit mentioned above, shall be strictly adhered to.

3. Roll No., date, time and venue of subject test will be intimated in due course on receipt of the same from the SSC.

4. Copy by post may please not be awaited.  
Encls: As above

Copy to:-  
The I T & S Section  
(Local)  

Sd/-  
(N.C. DOGRA)  
SR. ACCOUNTS OFFICER (AN)  
For uploading the circular & proforma on website.

(ANURAG THAPA)  
ASSTT. ACCOUNTS OFFICER (AN)
Staff Selection Commission
(North Western Region)

Subject:- Annual Departmental Typing Skill Test (for Release Advance increment) Examination 2020 and Annual Departmental Stenography Skill Test Examination, 2020 on (Compassionate Ground for Release Advance increment) Examination – 2020

Paste Photograph
Attested By HOD

Signature of Candidate

1. Name of Candidate

2. Name of Father

3. Date of Birth

4. Designation

5. Date of Joining

6. Skill Test : Typing Skill Test / Stenography Skill Test (✓ tick the Skill Test)

7. Medium: HINDI OR ENGLISH (✓ tick the medium of skill test)

8. Ministry/Office (in Full Address) :

9. Present Address (in Full Address) :

10. 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.
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. Phone No.: _______________________________________

Place: ___________________________________________________

Dated: ___________________________________________________ 

Departmental Endorsement to be filled by the U.S./HOD/Office 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 Typing Skill Test/Stenography Skill Test (Hindi or English Medium) for release of advance increment only to be held in the Month of March, 2020.

Signature: __________________________________________

Name of Officer: _______________________________________

Designation: __________________________________________

Officer Seal: __________________________________________

Office Phone or Mob. No.: _______________________________

Dated: ________________________________________________