NO. AN/II/1105/TYP TEST
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 have promoted as clerks from
MTS posts (Erstwhile Gp -‘D’) etc, for grant of Annual increment to them. The type test to be conducted by the SSC, is likely to be held in the end of the
March 2018.

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 so as to reach latest by 05.03.2018 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 IT&S Section (Local) For uploading the circular & proforma on website.

Sd/-
(RAJENDER KUMAR VIJAY)
ASSTT. ACCOUNTS OFFICER (AN)
**PROFORMA**

Application form for English/Hindi Typewriting for the month of __________ at __________

(To be filled in by the candidate's own handwriting. An extra copy of the passport size photograph should be enclosed.)

1. Name in full (in block letters) (state whether Shri/Km./Smt.)

2. Date of birth (in Christian Era)

3. Father's Name

4. Address

5. Name of the Ministry/Office where employed and the station where it is located

6. (a) Name of the post held: _LDC from Group 'D' employees seniority quota_

(b) Date from which the post held

At which of the following place do you wish to appear at the:

Jaipur, Patiala, Shimla, Srinagar, Chandigarh, Allahabad, Patna, Bhopal, Calcutta, Gangtok, Bhubaneswar, Ahmedabad, Mumbai, Nagpur, Bangalore, Hyderabad, Madras, Trivandrum, Guwahati, and Agartala, Indian Mission abroad (give the name of place and country)

Details of the Staff Selection Commission Typewriting Test at which you appeared last time:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Date of Test</th>
<th>Roll No.</th>
<th>Place where test was taken</th>
<th>Result (give the speed if qualified)</th>
</tr>
</thead>
</table>
I hereby declare that the statement made in this application are true to the best of my knowledge and belief.

Place: ________________
Date: ________________
Signature: ________________
Name: ____________________________________________
A/C No. ________

DEPARTMENTAL ENDORSMENT

No. ________________
Dated, the ________________

Certified that the particulars given above are correct. Shri/Smt/Km. ________________ is a temporary/provisionally confirmed/quasi permanent LDC(DR)/LDC from Group 'D' employees Exam./LDC from Group 'D' employees (Seniority quota/LDC on compassionate Ground/UDC/Assistant(DR) in the Office/Ministry/Not participating in the Central Secretariat Clerical Service, and is eligible to take the Typewriting Test to be held on ________________. His/Her admission to the Test in Commission.

Signature: ________________
Name: ______________________
Designation: ________________
Ministry of: ________________
Office: ________________
Place: ________________
Stamp/Genl

This endorsement should be signed by an Officer not below the rank of an Under Secretary or equivalent.

Whichever is 'NOT' applicable may be deleted.