



भारत सरकार  
कर्मचारी चयन आयोग (पूर्वी क्षेत्र)  
कार्मिक लोक शिकायत और पेंशन मंत्रालय,  
निजाम पैलेस, प्रथम एम. एस. ओ. भवन (8 वां तल)  
234/4 ए.जे.सी. बोस रोड, कोलकाता -700020.



File No. E-E.30019/1/2025-EXAM2  
Dated: 16<sup>th</sup> December, 2025

**Government of India**  
**Staff Selection Commission (ER)**  
**Ministry of Personnel, Public Grievances & Pensions,**  
**Nizam Palace, 1<sup>st</sup> M.S.O. Building(8<sup>th</sup> Floor),**  
**234/4, A.J.C. Bose Road,**  
**Kolkata - 700020.**

## “NOTICE”

Subject:- Annual Departmental Typing (English/Hindi) & Stenographer Skill Test (English/Hindi) (80/100/120 WPM) **Examination, 2025** scheduled to be held in the **1<sup>st</sup> week of March-2026**-regarding.

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

3. Therefore, all departmental candidates belonging to SSC(Eastern 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/Application Form attached herewith and the applications duly verified by the concerned user department may be forwarded to SSC(Eastern Region). Applications Form would be uploaded on SSC (Eastern Region) official website and the last date of receiving such applications is **16.01.2026 (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 at West Bengal, Jharkhand, Odisha, Sikkim and Andaman & Nicobar Islands can apply for this examination from SSC(EasternRegion). Rest of the candidates can apply from concerned Regional Office of the Commission.

  
16/12/25

(Debjyoti Biswas)  
Deputy Director

Copy to:-

1. All Regional Directors/Ministries cadres' offices- for information & necessary action.
2. IT Section, SSC (HQ) for uploading the notice & application form on the SSC (HQ) official website.
3. Under Secretary C-2 for information and necessary action.

**APPLICATION FORM OF CANDIDATE**  
**STAFF SELECTION COMMISSION**  
**(EASTERN 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 (ER) for grant/release on Increments/advance increments for Departmental Candidates only.

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Closing Date : 16<sup>th</sup> January, 2026 (6 PM)  
Date of Exam : 1<sup>st</sup> week of March-2026 tentatively.

Paste Photograph  
Attested by HOD

1. Name of the 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 : \_\_\_\_\_

Signature of Candidate

8. Name of the Ministry/Office (Full Address) \* : \_\_\_\_\_

9. Candidate Present Address : \_\_\_\_\_

10. Mobile Number & email of Candidate: \_\_\_\_\_

11. Typewriting Test or Stenography Skill Test (80/100/120 WPM): \_\_\_\_\_

12. Medium (HINDI or ENGLISH) \_\_\_\_\_

**(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 (ER) only.**



14. Photocopy 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 \_\_\_\_\_

Date \_\_\_\_\_

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

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

Shri/Ms./Smt. \_\_\_\_\_ is a regular/Temporary (LDC, UDC, ASO and Stenographer Grade 'S' (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 increment 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: