File no. E.E 12019/2/2026/Exam/SSC(WR)
Dated: 09/01/2026

भारत सरकार
कर्मचारी चयन आयोग
कार्मिक लोक शिकायत और पेंशन मंत्रालय
प्रतिष्ठा भवन, ओल्ड सी। जी। ओ। बिल्डिंग
101, महर्षि कर्वे रोड, मुंबई - 400 020.

Government of India
Staff Selection Commission (WR)
Ministry of Personnel, Public Grievances & Pensions,
Pratishtha Bhavan, Old C.G.O. Building,
101,Maharshi Karve Road, Mumbai – 400 020.

"NOTICE"

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

The Commission conducts the Annual Departmental Typing & 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(WR) are hereby informed that the Annual Departmental Typing & Stenographer Skill Test (80/100/120 WPM) Examination, 2025 is to be held tentatively in the 1st week of March-2026 on computer.

3. Therefore, all departmental candidates belonging to SSC(WR) who are eligible and desire to apply for the Annual Departmental Typing & Stenographer Skill Test (80/100/120 WPM) Examination, 2025 may apply through proper channel as per format/attached herewith Application Form and the applications duly verified by the concerned user department may be forwarded to SSC(WR). Applications Form would be uploaded on SSC(WR) website, the last date of receiving such applications is **30/01/2026** (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 Maharashtra, Gujarat & Goa can apply for this examination from SSC(WR). Rest of the candidates can apply from concerned Regional Office of the Commission.

Regional Director
SSC(WR)Mumbai

APPLICATION FORM OF CANDIDATE

STAFF SELECTION COMMISSION
(WESTERN REGION)

Subject: Conducting of Annual Departmental Typewriting Test (English/Hindi) & Stenography Skill Test (80/100/120 WPM) Examination, 2025 for the departmental candidates belonging to SSC (WR) for grant / release on Increments / advance increments for Departmental Candidates only.

Closing Date: 30 January, 2026 (6:00 PM).
Date of Exam: 1st week of March, 2026.

1. Name of the Candidate :_____

2. Date of Birth :_____

3. Father's Name :_____

4. Category :_____

5. Designation :_____

6. Date of Joining :_____

7. Basic Pay/Grade Pay:_____

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) :_____

Paste Photograph Attested by HOD
Signature of Candidate

(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 (WR) 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 week of March, 2026.**

Signature _____

Name of Officer _____

Designation _____

Officer Seal _____

Office Phone/Mobile No. _____

Place: _____

Dated: _____