

कार्यालय रक्षा लेखा प्रधान नियन्त्रक [प0क0] सेक्टर-9/ए चण्डीगढ़-160009  
OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (WC)  
SECTOR-9, CHANDIGARH - 160009

**CIRCULAR**

NO. AN/II/1105/TYPER TEST  
To

Date: 26.02.2018

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



(N.K. DHIMAN)  
SR. ACCOUNTS OFFICER (AN)

Copy to:-  
The IT&S Section  
(Local)

For uploading the circular & proforma on website.

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

**P R O F O R M A**

Application form for English/Hindi Typewriting for the  
 Month of \_\_\_\_\_ at \_\_\_\_\_

(To be filled in by the candidates 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 tick the relevant box.

LDC from Group 'D' employees seniority quota

LDC from Group 'D' employees Exam. 19

UDC

Assistant (DR)

LDC on Compassionate Ground

LDC (DR)

(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.

Sl.No.	Date of Test	Roll No.	Place where test was taken	Result (Give the speed if qualified)

I hereby declare that the statement made in this application are true to the best of my knowledge and belief.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Signature: \_\_\_\_\_

Name, Designation \_\_\_\_\_

A/C No. \_\_\_\_\_

DEPARTMENTAL ENDOREMENT

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 Secretariate 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 \_\_\_\_\_

Stamp/  
Genl \_\_\_\_\_

Place: \_\_\_\_\_

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

Whichever is 'NOT' applicable may be deleted.

\_\_\_\_\_