

No. AB-14017/20/2008-Estt (RR)
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel and Training
New Delhi

Dated the 17th May, 2010

OFFICE MEMORANDUM

Subject:- Skill Test for recruitment to the post of LDCs and Stenographers.

A reference is invited to this Department OM of even no. dated July 8, 2008 prescribing the skill test norms on manual typewriters and computers for recruitment to the posts of LDCs and Stenographers. The matter has been reviewed in consultation with the Staff Selection Commission and it has been decided that from the Financial Year 2010-11 onwards, the skill tests for recruitment to the posts of LDC and Stenographers shall be conducted only on computers. The norms for the same are as prescribed below:

POST	SKILL TEST NORMS ON COMPUTER
Lower Division Clerk	English Typing @ 35 w.p.m. Hindi Typing @ 30 w.p.m. (Time allowed – 10 mts.) (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word)
Stenographer Gr.D	Dictation : 10 mts @ 80 w.p.m. Transn: 50 mts (Eng.) 65 mts (Hindi)
Stenographer Gr.C	Dictation : 10 mts @ 100 w.p.m. Transn: 40 mts (Eng.) 55 mts (Hindi)

2. All Ministries/Departments are requested to kindly amend the Recruitment Rules for the posts of LDC and Stenographers accordingly. Formal amendment to the Model RRs for these posts will be notified separately.

3. Ministry of Home Affairs etc. are requested to bring the contents of this OM to the notice of their attached/subordinate offices also.

4. Hindi version will follow.


(J.A. Vaidyanathan)
Deputy Secretary to the Government of India
Tel. 23092112

To

1. All Ministries/Departments of Government of India
2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi
4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Staff Selection Commission, New Delhi

Copy to :-

1. The Rajya Sabha Secretariat, New Delhi.
2. The Lok Sabha Secretariat, New Delhi.
3. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
4. Establishment Officer and Secretary, ACC (10 copies).
5. All Officers and Sections in the Department of Personnel & Training.
6. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
7. All Staff Members of National Council (JCM)
8. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
9. Establishment (RR Division) (20 copies)


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