

PCME, PCEE/CLW/CRJ, PCEE/Dankuni/Proj./con, PFA, PCMM, PCPO, PCE, PCMO, FA&CAO(P), CMM(CRJ), CMM/Mech/KOL, CMM/Elect./KOL, CEE/LOCO, CEE/Loco/Dankuni/Proj., CEE/TM, CEE/L&S, CEE/PI &Insp., CVO, CME/Loco, CME/Mfg, CME/Prod./SF, Dy.CC&M, Dy.CME(Mfg), Dy.CME/Plant, Dy.CME/ELB, Dy.CME/ELA, Dy.CME/MPP, Dy.CME/M&P, Dy.CME/P/SF, Dy.CME/Prod./SF, Dy.CME/ELF, Dy.GM, Dy.CPO/A, Dy.CMM(HQ), Dy.CMM/(P), Dy.CMM-D, Dy.CMM-I/Kol, Dy.CMM-III/Kol, Dy.CMM-IV/Kol, Dy.CVO, Dy.CEE/M, Dy.CEE/EL, Dy.CEE/TM, Dy.CEE/D-I, Dy.CEE/Proj./Con, Dy.CEE/CON/D&D, Dy.CEE/Proj./Dankuni, Dy.CEE/D-II, Dy.CEE/TMD, Dy.FA&CAO-I,II, III & IV, Dy.FA&CAO/Kol.Sr.EDPM, DEN/Con-II, SPO(A), SPO/W/E, APO(Gaz), APO(HQ), APO(Admn), APO/SF, AWO, Sr.PRO, Principal/DV(B)/BM/HM, Principal/DV(G)/BM/HM, Principal/CHS(EM), Ch.OS/E-II(WO), Ch.OS/Estt/SF, Ch.OS/P/KGH, Ch.OS/G/KGH, CS&WI(A), CS&WI(WO), Ch.OS/E-V(A), Ch.OS/E-VI(A), Ch.OS/E-IX(A), Ch.OS/E-X(A), OS/E-III(A),

NOTICE

Sub: Selection for the post of Stenographer Gr. III (English) in Pay Matrix Level-4 RS(RP), Rules'2016 (Grade Pay Rs.2400/- in 6th CPC) against 25% by promotion by selection of Shorthand knowing Clerks/Typists.

It has been decided by the Competent Authority to form panel to fill up 09 (nine) vacancies in category of Stenographer Gr. III (English) in Pay Matrix Level-4 RS(RP), Rules'2016 (Grade Pay Rs.2400/- in 6th CPC) against 25% by promotion by selection of Shorthand knowing Clerks/Typists.

As per PBR the post of Stenographer Gr. III (English) earmarked as under:

UR	SC	ST	Total
7	1	1	9

The selection will consist of the following test:

- a) **Written Test:** Written test consist of a test in English Grammar (including Punctuation). The paper in English will be designed to test the candidate knowledge of Grammar and composition and generally his/her ability to write and understand correct and idiomatic English and there will be question for 10% marks in Official Language in terms of Railway Boards letter No. Hindi 84/OL-1/10/3 dated 03.11.1988. The question paper will be 100% objective type as per RBE No. 196/2018. The time of the written examination will be 02 hours and 30 minutes. (100 marks)
- b) **Skill Test:** Stenography skill test as prescribed as per instruction given below:

Speed	Duration	Transcription time
80 w.p.m	10 minutes	50 minutes

- c) **Viva-voce:** In terms of RBE No. 154/2005.

Eligibility Criteria: Jr. Clerk cum typist in Level-02 of Ministerial staff of all departments (except RPF staff) who have completed 02 years regular service **as on 19.01.2019** and acquired knowledge of shorthand are eligible to appear for the above selection.

In case of their selection, they will not be allowed to go back to their parent cadre and will have avenue of promotion, only in the Stenographer cadre.

The concerned Officer/ Supervisor should ensure that the notification is brought to the notice of all concerned. If any of the employees belonging to respective seniority unit is on deputation/Inspection Cell elsewhere, with their lien still on this unit, they should be intimated about this notification.

Amh
19.01.19

The willing eligible candidates should submit their application addressed to APO/Admn./CLW/CRJ in the prescribed proforma as indicated in Annexure 'A' to their Establishment Controlling Officer through proper channel by **16.02.2019** positively and the Establishment Controlling Officer should forward the applications in a consolidated way duly certifying the particular and eligibility to the under signed by **23.02.2019** positively.

The written examination will be held on **20.03.2019**. As such eligible candidates are advised to keep themselves in readiness.

Applications should submitted to this office directly will not be entertained.

Applications received after the last date of submission will not be accepted under any circumstances.



(B. P. Naik)

Asstt. Personnel Officer/Admn.
for Principal Chief Personnel Officer

P R O F O R M A

Application for Selection for the post of Stenographer Gr. III (English) in Pay Matrix Level-4 RS(RP), Rules'2016 (Grade Pay Rs.2400/- in 6th CPC) against 25% by promotion by selection of Shorthand knowing Clerks/Typists.

1. Full Name (in Capital letters) :
2. Date of Birth :
3. Educational Qualification :
4. Date of Appointment in Railway Service :
5. Date of Appointment as Clerk/Typist on regular service :
6. Present Designation :
7. Department :
8. Post to which initially appointed :
9. Level at the time of initial appointment :
10. Whether SC/ST :
11. Office where presently posted :
12. Bill Unit No.& Control No. :
13. Qualification (Shorthand/Type in English) (Certificate to be attached) :
14. Speed in shorthand (in w.p.m) :

I hereby solemnly declare that all the statement/particulars made in the above application are true and correct to the best of my knowledge and belief. I fully understand that in the event of any information furnished being found false or incorrect, my candidature for the post of Stenographer Gr. III (English) will be automatically cancelled and I have no claim for the same.

Date: _____

(Signature of the Staff/Candidate)

The above particulars have been examined and found correct as per records available in service Record and other Official documents.

Date: _____

(Signature of the Establishment Controlling Officer along with seal)

Amh
19.01.19

