

Notification
No. SER/P-ADA/Jr.Steno/DPQ/25% Genl.Selection/18

Adra, Dt. 08-11-2018

To
All concerned of ADRA Division.

Sub:- Selection for promotion to the post of Jr. Stenographer in pay band Rs.5200-20200/- with Grade Pay Rs.2400/- (6th CPC), Level-4 in 7th CPC against 25% Genl.Selection Quota.

It has been decided to fill up 04 (UR – 03, SC – 01, ST – NIL) vacancies of Junior Stenographer (English/Hindi) in PB-I Rs.5200-20200 with Grade pay Rs.2400/- (6th CPC), Level-4 in 7th CPC against 25% Genl. Selection quota.

In this respect, the application is invite from the eligible and willing staff working under your control of ADRA Divn. from the following categories.

Eligible Criteria :

- 1) Swerving Group 'C' employees in pay Band Rs.5200-20200/- with Grade pay Rs.1900/- & Rs.2000/- (6th CPC), in level 2&3 (7th CPC) knowing shorthand and who have completed residency period of 2 years.
- 2) Erstwhile Gr.'D' employees GP Rs.1800/- (6th CPC) in level-1 (7th CPC) knowing shorthand with minimum 03 (three) years for UR & 01(one) year regular service for SC/ST candidates respectively on the date of notification.
- 3) Candidates must possess the matriculation or its equivalent or higher qualification from recognized Board / Council / University.
- 4) Proficiency in Stenography is as under :-

Speed of Shorthand	Duration	Transcription time	Remarks
English –80w.p.m.	10 minutes	50 minutes	Since all Stenographers will be required to work using computer, transcription will have to be compulsorily done on computer.
Hindi 80 w.p.m.	10 minutes	65 minutes	

Mode of submission of application : Eligible and willing staff may submit their application strictly in prescribed proforma attached herewith in Annexure-I. The application duly completed in all respect should be submitted to OS/Admn. of Sr.DPO's Office/Adra on or before 30.11.2018 positively. Application received after the stipulated period will not be entertained.

Mode of selection procedure : In terms of Estt.Srl.No. 100/97, it is stipulated that the procedure for filling up Stenographers should be as under :-

Subject	Maximum marks for all	Qualification marks for	
		General	SC/ST
English	100	40	30
Shorthand	200	110	90

The candidate who qualifies in the above written and shorthand test will have to appear in the viva-voce test.

The Syllabus for the English written test is enclosed herewith in Annexure – II.

This should be given the widest possible publicity amongst the staff.

The earlier notification dated 29.12.2016 may please be treated as cancelled.

Encl: One application format
& one syllabus of the English written test.

Asstt.Personnel Officer
for Sr.Divl.Personnel Officer/Adra

Adra, Dt.12.10.2018

No.Even,
Copy to:- OS/DRM Secretariat for kind information to DRM.
OS/ADRM Secretariat for kind information to ADRM.
Sri Soumen Chattopadhyay, OS working under DRM Secretariat is advised to publish the above notification in Rly.Website of this division.

Asstt.Personnel Officer
for Sr.Divl.Personnel Officer/Adra

PROFORMA

Application for promotion to the post of Jr.Stenographer in Pay Band Rs.5200-20200/-
with Grade Pay Rs.2400/- against 25% General Selection.
(Sr.DPO/ADA's Notification No. SER/P-ADA/Jr.Steno/DPQ/25% Genl.Selection/18 dated 08.11.2018)

1. Name (In Capital Letter) :
2. Father/Husband's Name :
3. Date of birth :
4. Date of initial appointment. :
5. Date of regularization in Group 'D' if :
- Appointed as Casual Labour/Substitute.
6. In case of appointment of Casual Labour:
- /Substitute. Sr.DPO's panel No. and date
of empanelment with category and scale of pay.
7. Educational Qualification (attested Xerox :
- copies of certificate to be enclosed.
8. Shorthand Skills : English.....W.P.M.
Hindi..... W.P.M.
9. Present Designation
10. Rate of pay & Scale of pay :
11. Office/Station/Unit in which working :
12. Department :
13. If officiating to the present grade, date of
Officiating promotion with G.O.No. & Date :
14. If case on transfer from other unit
/Department/Divn./Rly. Either on own
Request/mutual basis, date of transfer to
the present unit/department and other
details. :
15. Community (Caste and Sub-Caste to be
mentioned and attested Xerox Copies of
certificate issued by the competent
authority to be enclosed. :

Certified that the information/particulars given by me are true & correct to the best of my knowledge. I am fully aware that my candidature will be rejected at any stage without assigning any reason thereof if the information/particulars given above by me are found to be false or incorrect. Subsequently, I am also aware that canvassing in my form on my part shall make my candidature be rejected.

Signature of the candidate with date

The application is forwarded to: OS/Admn. of Sr.DPO's Office/ADRA duly certified that the information and particulars furnished by the candidate are correct and genuine.

Signature of the Sub-ordinate
Office-in-charge with Seal.

• SYLLABUS

SYLLABUS FOR SELECTION TO THE POST OF JUNIOR STENOGRAPHER IN PAY BAND RS. 5200-20200/- WITH GRADE PAY RS.2400/- AGAINST 25% GENERAL SELECTION QUOTA.

1. Syllabus for English

- (a) Comprehension
- (b) Parts of Speech & their usage
- (c) Antonyms, Synonyms etc.
- (d) Making Sentences
- (e) Use of Articles
- (f) Essay Writing
- (g) Paragraph
- (h) Letter Writing
- (i) Active & massive Voice.
- (j) Proverbs.
