

SOUTH EASTERN RAILWAY

Office of the  
Sr. Divl. Personnel Officer,  
Chakradharpur.

No: SER/P-CKP/EP/Jr.Steno-25%/LDCE/2022

Date: 24. 02.2022.

To,  
All Concerned  
Chakradharpur division.

NOTIFICATION

Sub:- Selection for the post of Jr.Stenographer Gr.-III in Pay Matrix Level-04 (Grade Pay- Rs. 2400/-) CKP division against 25% LDCE quota for 04 (SC-01, ST-Nil, UR-03) vacancies.

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Applications are invited for the post of Jr. Stenographer Gr.-III in Pay Band Rs. 5200-20200/- with GP Rs. 2400/- (Level-04 of 7<sup>th</sup> PC) from all department(except Accounts & Security) S. E. Railway, Chakradharpur division from Group 'C' employees knowing shorthand. The total numbers of vacancies assessed for filling up are 04 (SC-01, ST-Nil, UR-03).

Eligibility Criteria:-

1. Serving Group 'C' regular employees in Pay Matrix Level-1 to 4 (GP Rs.1800/- to 2400/-) having with the knowledge of short hand and completed residency period of 02 years as on date of notification in the grade in which working. (Ref. Estt. Sr.No. 04/2014).
2. **Skill Test:** Stenography Skill Test will be conducted on Personal Computer as advised in Estt.Sr.No. 184/2015.
  - i. **ENGLISH:** Speed test of 80 words per minute for 10 minutes duration with Transcription time of 50 minutes OR
  - ii. **HINDI:** Speed test of 80 words per minute for 10 minutes duration with Transcription time of 65 minutes.
3. The selection will consist of the following tests:-
  - a) **Written Test:** Written Test consists of a test in English Grammar (Composite paper for testing the language (English) along with General awareness). As per RBE No. 196/2018 the question paper will be 100% objective type multiple choice questions for the written examination and 10% of the total marks will be from official language policy the rules in terms of Board's letter No. Hindi-81/OL-14/12 dated 14.01.1982.

There shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for wrong answers. Cutting, over writing erasing or alteration of any type will not be evaluated. Zero marks will be given for answer having correction/overwriting.


- b) **Viva-Voce:** Viva-voce is to be conducted in terms of RBE No 154/2005 for those who have qualified in written examination and speed test.

4. 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 Stenographers cadre.
5. **Mode of submission of application:** Eligible employees who are willing to be considered for the above selection may apply in the prescribe format (Annexure-A) through their controlling officers duly enclosing the attested copies of certificates in support of their educational qualification, shorthand knowledge etc. SC/ST employees must enclose a copy of their caste certificate along with the application. The application must be sent through Branch Officers so as to reach this office not later than 24.03.2022. Applications received after 24.03.2022 will not be considered.
6. Candidate selected for the post of Stenographer Gr.III in Pay Matrix Level-04 (GP Rs. 2400/) **must be prepared to go on line duty and accompany officers.**
7. The candidate selected for the post must be fit in Cee-One medical classification. The earlier notification dated 10.07.2019 may please treated as cancelled.  
The above notification may please be given wide publicity and employees who are on leave/sick list/ deputation etc should be notified of the selection.

**N.B.**

- a) **If any candidate is subsequently found ineligible for the above selection at any stage his/her candidature will be rejected without assigning any reasons.**
- b) **There will be no supplementary examination.**

**Encl:- Annexure 'A'.**

  
Asstt.personnel Officer  
for Sr. Divl. Personnel Officer,  
Chakradharpur

**Annexure 'A'**

**APPLICATION FOR SELECTION TO THE POST OF JR. STENOGRAPHER LEVEL-04 (GP Rs. 2400/-) AGAINST 25% (LDCE) QUOTA.**

**PROFORMA**

Please paste (not older than one month) passport size photograph. Photo should be attested by the controlling officer.

1. Name in full ( Block letters) :
2. Father/Husband's Name :
3. Date of Birth :
4. Date of appointment :
5. PF No :
6. Present Designation :
7. Department :
8. Basic Pay, Pay Band/Grade Pay (6<sup>th</sup> PC) Pay level in 7<sup>th</sup> PC :
9. Office /Station/unit in which working :
10. Grade in which appointment :
11. Date of promotion to present grade :
12. Educational Qualification (attested copies of certificate to be enclosed) :
13. Shorthand skills (attested copies of certificate to be enclosed) : English.....W.P.M.  
Hindi .....W.P.M.
14. If came 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 copies of certificate issued by the competent authority to be enclosed) :
16. Mobile Number :

I hereby declare that the information furnished above are true and correct to the best of my knowledge and belief. I understand that in the event of particulars or information given herein being found false or incorrect, I am liable to be taken up under DAR, apart from my application being rejected.

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

Signature of the applicant  
Designation  
Station

Signature of supervisory Official forwarding the application