

SOUTH EASTERN RAILWAY

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

No: SER/P-CKP/EP/Jr.Steno-25%/DPQ/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/-) against 25% DPQ from serving Jr.Clerk-cum-Typist of Chakradharpur division knowing Shorthand.

Applications are invited for the post of Jr. Stenographer Gr.-III in Pay Band Rs. 5200-20200/- with GP Rs. 2400/- (Level-04 of 7th PC) from all departments (except Accounts & Security) from serving Jr.Clerk-cum-Typist knowing Shorthand with two year residency period. The total numbers of vacancies assessed for filling up are 06 (SC-02, ST-Nil, UR-04).

Application from the eligible employees, who fulfill the undermentioned eligibility criteria are called for to fill up the post of Jr. Stenographer Gr.III.

Eligibility Criteria:- In terms of Railway Board's letter No. E(NG)I-20/0/PM-4/3 dated 10/11/15 (Advance Correction Slip No. 230 176(A) & 176(B) of IREM Vol-I (2009 Edition), the employees in the category of Jr.Clerk-cum-Typist on regular basis borne on seniority units of Chakradharpur division and knowing shorthand are eligible to volunteer.

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) **Skill Test:** Stenography Skill Test will be conducted on Personal Computer as advised in RBE No. 142/2015.
 - 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.
 - c) **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.
1. 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.

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.

3. 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.**
4. The candidate selected for the post must be fit in Cee-One medical classification.

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'.


24/2/22

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


24/02/2022

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 (6th PC) Pay level in 7th 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.
HindiW.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