

Notification No.SERP-ADA/Jr.Steno/DPO/25% Genl. Selection/20

To

All concerned of ADRA Division.

Sub : Selection for promotion to the post of Jr. Stenographer in level-4 of 7th CPC pay Matrix (GP Rs.2400/- 6th CPC) against 25% Genl. Selection of Adra Division.

It has been decided by the Competent Authority to hold a departmental selection for filling up of 02 posts of Junior Stenographer in Level-4 of 7th CPC Pay Matrix (GP RS.2400/- 6th CPC) against 25% General selection vacancies of Adra division with the following community wise break up-

UR=02, SC=Nil & ST=Nil Total =02

Applications are invited from the eligible and willing staff working under your control **including those whose lien are being maintained at Adra division** from the following categories.

- 1) Serving Group 'C' employees in GP Rs.1800/- and above but **Below GP Rs.2400/- in 6th CPC** with knowledge of Shorthand and who have completed minimum 02(two) years continuous Service in the relevant grade/grades on successful completion of probation period on the date of issue of notification is required for the serving Group 'C' employees in GP Rs.1800/-.

Eligibility Criteria for this Selection

The Candidates must possess the following qualification-

- 1) Matriculation or its equivalent or higher qualification from recognised Board/council/university.
- 2) Proficiency in English Stenography @80 W.P.M and in English Transcription Time 50 minutes.

Application will be received in the prescribed proforma as per Annexure-A(enclosed) along with attested copies of certificates in support of Educational qualification, Caste certificate and proficiency in Shorthand and Typewriting. Application filled in all respects should be submitted to the concerned controlling officers/ Sectional In-charges who in turn forward the same in a consolidated manner to the **concerned Bill section within 12.02.2021 positively**. Bill section will check the correctness of all the particulars of the applications with the concern service sheets (specifically actual Academic Qualification entry in the service record must be clearly certified) and other relevant records and certify the genuineness of the documents and same should be forwarded in a bunch (not in piece-meal manner) along with a statement certifying that no application is lying pending with them to OS(Admn.)/Genl. sec. of Sr.DPO's office /Adra within **19.02.2021 positively**.

Candidates should note that all the column of the **application** form should be filled up properly failing which the **application is liable to be rejected**.

In-complete applications forwarded by the controlling officer should not be entertained by the concerned Bill section.

It is requested that this notification be widely circulated amongst the concerned eligible Staff working under your administrative control (including lien holder) so that, there should not be any representation from any corner as regards non-receipt of this notification.

Computation of qualifying service for the said selection in new unit will be determined as per extant rule for the staff came on Inter Railway/Inter Divisional/Inter Departmental transfer from other Seniority unit on their own request including medically De-categorised staff as per extant rule.

Wrong/Suppression of fact/information detected subsequently will be viewed seriously and concerned staff will be taken up as per extant rule.

Administration holds the right to reject the candidature of any applicant at any stage of Selection if found ineligible as per terms & conditions without assigning any reason.

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

Further, it is to be noted that after 19.02.2021 no application in this regard will be received by OS/Admn. of Sr.DPO's Office/Adra.

Please acknowledge receipt.

The earlier notification dated 08.11.2018 may please be treated as cancelled.

Encl : Annexure - 'A' (Proforma of Application) on reverse side.

Asstt. Personnel Officer
for Sr. Divl. Personnel Officer/Adra
Adra, dt.29.01.2021

No. Even

Copy to :- OS/DRM Secretariat for kind information to DRM.
OS/ADRM Secretariat for kind information to ADRM.
Sri Soumen Chatterjee

**Application for the post of Jr. Stenographer in level-4 of 7th CPC pay Matrix (GP Rs.2400/- 6th CPC)
against 25% Genl. Selection of Adra Division**

I do hereby volunteer for selection to the post of Jr. Stenographer in level-4 of 7th CPC Pay matrix (GP Rs.2400/- 6th CPC) against 25% General selection of Adra division as notified vide Sr.DPO/ADA's Notification No. SERP/P-ADA/Jr.Steno/DPQ/25% Genl. Selection/20 dt.29.01.2021 duly accepting all the terms and conditions and other details mentioned in the notification. I confirm that my personal/service details are as follows :

1.	Name	
2.	Father's Name	
3.	Present Designation & Level of 7 th CPC (As a regular measure)	
4.	Department / Place of working unit	
5.	Date of Birth	
6.	Employee No.	
7.	Date of initial Appointment & Capacity	
8.	Community (UR/SC/ST)	
9.	Educational Qualification (as per recorded in Service Record) :	
10.	Present original pay matrix level in 7 th CPC (not on MACP)	
11.	Mention GP & Date in respect of grant of MACP if any	
12.	Dt. of regular promotion to present grade	
13.	Date of regularisation/confirmation in Gr. 'D' post.	
14.	Date of completion of 02 yrs. Continuous regular service in concerned department (only for erstwhile Gr.'D' staff)	
15.	Have you ever been declared medically de-categorised ? Mandatory to State Yes/No, if yes mention the grade (with GP/Level) & date of joining in present department.	
16.	In case of Inter Rly. /Inter Divn./Inter Departmental transfer mention the date o joining in this Divn.	
17.	Professional qualification –(i) Proficiency in Shorthand (ii) Proficiency in Typewriting (copies of certificate to be enclosed)	
18.	Remarks if any	

I do hereby declare that the particulars furnished above are true and correct to the best of my knowledge. In case, any of the above particulars is found to be incorrect or materially deficient, my candidature will be cancelled and/or I will be taken up under D&A Rules in the event of my empanelment to the post. I will not seek voluntary reversion to my former post for any reason if I have been selected & promoted.

Signature of the Applicant

It is certified that the above service particulars furnished by the staff have been checked & verified and found correct & no application is left behind in this office.

Forwarded to : OS/Admn. of Sr.DPO's Office/ADRA for further action please

Date.

Signature of the Controlling office
With date & Seal.

Certified that the above service particulars are found correct as per the service record maintained in this office.