

No: SER/P-CKP/EP/Jr.Steno-25%/LDCE/2023

Date: 03.11.2023.

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.

Applications are invited for appearing in the General Selection of Jr. Stenographer Gr.-III in Pay Band Rs. 5200-20200/- with GP Rs. 2400/- (Level-04 of 7th PC) from Group 'C' employees working in the GP-Rs.1800/-, Rs.1900/- and Rs.2000/- having knowledge of shorthand in all department (except Accounts, Store & Security) of S.E. Railway Chakradharpur division against 25% LDCE quota.

1. Vacancies:-

Total 03 (UR-03, SC-00 & ST-00 including 01 post reserved for PwBD belonging to category "b")

Eligibility Criteria:-

2. In terms of advance correction slip no. 230 of para 176 (B) of IREM Vol-1 circulated through RBE No. 141/2015, Serving Group 'C' regular employees (including erstwhile Gr.D) in the Pay Level-1/2/3 of all department (except Accounts, Store & Security) of Chakradharpur division who have completed 02 years regular service and having knowledge of Stenography (Shorthand) in English/Hindi are eligible to volunteer.

Note:- In terms of Estt Sr.No. 55/06(RBE No. 34/06) & 129/06 in respect of employees who have reported/joined in CKP division on Inter Railway/Divisional transfer on bottom seniority, the service rendered in the old unit will be counted for the purpose of qualifying service for promotion in new seniority, subject to condition that the service so allowed to be counted does not exceed the length of service of their immediate senior in the new seniority unit.

The Selection will consist of the following tests:-

(A). **Written Test:**In terms of RBE No. 196/2018 (Estt. Sr.No. 73/2019), 97/2019 (SER Sr.No. 122/19) & Estt. Sr. no. 129/2019, the question paper will be 100% objective type multiple choice questions for the written examination and duration of examination will be 90 minutes. There shall be negative marking for incorrect answers. 1/3rd (One third) of the marks will be deducted for wrong answers. No negative marking against non-attempted question(s). With respect to evaluation of OMR sheet, the following instructions are issued:-

(i). Erasing/using liquid fluid is not permitted. Hence, in such case question will be treated as attempted wrongly and marks will be deducted accordingly.



(ii). Multiple marking of options not permitted. Hence, in such case question will be treated as attempted wrongly and marks will be deducted accordingly.

(iii). Stray marking, dots, slashes may be ignored. Reading of scanner will be final in this case. In case of manual evaluation for stray marking, dots, slashes decision of evaluating authority will be final. (Estt. Sr. No. 129/2019).

(B). There will be 110 questions. Out of which 10 questions (optional) will be on Rajbhasha. If the candidates answer more than 100, the first 100 attempted questions will be counted.

(C). The question paper will be in Bi-lingual i.e English and Hindi.

(D). Blue color ball pen is to be used in examination.

(E). The written examination will be on OMR sheets only.

Distribution of marks of professional ability and record of service:-

Factor/Heading		Maximum Marks	Qualifying marks
Professional ability	Written test	35	21
	Viva-voce	15	09
Record of service		30	18
Aggregate passing marks			48

(F). **Stenography/Skill Test:** Stenography Skill Test will be conducted on Personal Computer as advised in Estt.Sr.No. 184/2015.

- ENGLISH:** Speed test of 80 words per minute for 10 minutes duration with Transcription time of 50 minutes OR
- HINDI:** Speed test of 80 words per minute for 10 minutes duration with Transcription time of 65 minutes.
- The following procedure will be adopted with regard to deduction of marks for mistakes in the shorthand test:-
 - Each full or major mistake would result in deduction of one mark. Similarly each half/partial mistake would lead to deduction of half a mark.
 - Maximum numbers of mistakes (both major and minor) added together, permitted are limited to 10% of the total words dictated.

It would mean that a candidate who commits more than 10% mistakes will be treated as **FAILED**. (RBE no. 141/15 and 142/2015).

(G). **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.

(H). **Record of Service:-** Record of service will be assessed based on entries in the service Book/Personal file regarding academic/technical qualifications, awards/punishment etc. (Estt.Sr.No. 124/03 (RBE no. 137/03, 60/06 (RBE no. 35/06)).

Distribution of marks of Service Record:-

- APAR 15 marks (Authority Estt.Sr.No. 177/02 & 266/99):**-Maximum 15 marks will be allotted for last three years APARs, whereby 5 marks of Outstanding, 4 marks of Very Good, 3 marks for Good, 2 marks for Average and Nil for below average.
- Service Record-05 marks (Authority Estt.Sr.No. 177/02 & 266/99).**
- Educational qualification 10 marks (Authority-SER/P-HQ/Ruling/0/963 dated 23.03.2023.**

Sr.No.	Education Qualification	Marks
1	Post Graduation, Master degree	10

2	Degree in Engineering/Graduation/Hons. Degree	09
3	HS/10+2/ Diploma	08
4	Matriculation/ 10 th pass/ITI	07
5	Below Matric	06

3. Formation of Panel

The candidate must secure 60% of marks in written test. In case of SC/ST employee's candidates, 10% relaxation in the qualifying marks in the written examination will be allowed against the reserve vacancies.

The employee must secure a minimum of 60% marks in written examination and 60% marks in aggregate for being placed on the panel for unreserved vacancies. There will be no classification of candidates as "Outstanding".

SC/ST candidates must secure a minimum of 50% marks in written examination and in aggregate for being placed on the panel against reserved vacancies. However, if SC/ST candidates who will qualify without relaxed standard in written examination and in aggregate shall be given preference over those candidates who will qualify with 10% relaxed standard to be placed on the panel. **The final panel shall be drawn up in order of merit.**

4. Syllabus:-

(A). **For English Stenographer:-** General Awareness, Language Test in English and Rajbhasha (10marks) which will be optional.

(B). **For Hindi Stenographer:-** General Awareness, Language Test in Hindi and Rajbhasha (10marks) which will be optional.

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 & PwBD employees must enclose a copy of their certificate along with the application. The application must be sent through Branch Officers so as to reach this office not later than 24.11.2023. Applications received after 24.11.2023 will not be considered.

6. 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'.

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

ole
(4) 21/11/2023

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

Ref:- Notification no. SER/P-CKP/EP/Jr.Steno-25%/LDCE/2023 Date: 02.11.2023

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/HRMS ID	:	
6.	Present Designation	:	
7.	Department	:	
8.	Basic Pay, Pay Band/Grade Pay (6 th PC) Pay level in 7 th 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.	Whether UR/SC/ST	:	
16.	Whether candidate belong to PwBD with category 'b', if yes, attested copies of certificate issued by the competent authority to be enclosed.	:	
17.	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 supervisory Official forwarding the application

Signature of the applicant
Designation
Station

