

SOUTH EASTERN RAILWAY

Office of the
Sr. Divl. Personnel Officer,
Chakradharpur.
Date: 20.05.2026.

No: SER/P-CKP/EP/Selection/Jr.Steno-25%/LDCE/2026

To,
All Concerned
Chakradharpur division.

NOTIFICATION

Sub:- Selection for the post of Jr.Stenographer Gr.-III in Pay Level- 4 (GP Rs.2400/-) against 25% LDCE quota of Personnel department of CKP division.

Applications are invited for appearing in the General Selection for the post of Jr. Stenographer Gr.-III in Pay Level-4 (7th CPC) against 25% LDCE quota, from Serving Group 'C' regular employees in the Pay Level-1/2/3 of all department (except Accounts, Store & Security) of Chakradharpur division, having knowledge of shorthand with prescribed speed proficiency in Typing & Shorthand and completed 02 years regular service as on the date of Notification.

1. Vacancies:-

Total 04 (UR-03, SC-01, ST-00) vacancies including 01 post reserved for PwBD (a) category.

2. Mode of selection & procedure:-

Above selection will be conducted through Computer Based Test (CBT)/Tablet Based Test (TBT) and Stenography Skill Test followed by scrutiny of Service Records and APARs. The employee who qualify in the examination through CBT/TBT mode and Stenography Skill Test will only be further considered for Record of Service & APARs perusal, as per selection norms.

Procedure of Examination:-

1. The question paper will be 100% objective type multiple choice questions for the CBT/TBT examination and 10% of the total marks prescribed from official language policy and rules (which will be optional) in terms of RBE No.196/2018.
2. The question paper will have 110 questions (There will be 110 questions out of which 10 questions (optional) will be on Rajbhasha). Out of 110 questions, 100 questions are to be attempted. **The duration of the exam will be 90 minutes.**
3. Questions paper will be set in bilingual format (i.e. Hindi/English). In case any dispute/discrepancies in Hindi version, question of English version shall be treated as final.
4. The Examination will be conducted on CBT/TBT mode, and there shall be negative marking for incorrect answers, 1/3rd (one third) of the marks will be deducted for every wrong answer.
4. For **English** stenographer:- General Awareness, Language test in English and Rajbhasha (10 marks) which will be optional.
5. For **Hindi** stenographer:- General Awareness, Language test in Hindi and Rajbhasha (10 marks) which will be optional. (ACS No.230 of para 176 of IREM Vol-i circulated vide RBE No. 41/2015).

Stenography/Skill Test:- Stenography Skill Test will be conducted on Personal Computer as per the guideline in RBE No. 31/2015, 141/2015 & 31/2024.



- 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.
- iii. The following procedure will be adopted with regard to deduction of marks for mistakes in the shorthand test:-
 - a) 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.
 - b) Maximum numbers of mistakes (both major and minor) added together, permitted are limited to 10% of the total words dictated.
 - c) "Spell Check facility will not be available to the incumbents but 'back space' key to correct any incorrect word and arrow key to reach out to any word within the typed text in the stenography test on personal computer will be made available to the candidates."

It would mean that a candidate who commits more than 10% mistakes will be treated as **FAILED**. (RBE No. 141/15, 142/2015 & 31/2024).

- (A). **Viva-Voce:** In terms of Railway Boards letter No.E(NG)1-2017/PM1/11 dated 04.08.2023 (RBE No. 98/2023) there will be no Viva-voce for the said selection.
- (B). **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)).
- (C). **Education:-** In terms of RBE No. 158/2022, no minimum educational qualification has been prescribed. The basic requirement is knowledge of shorthand with prescribed speed.

3. Formation of Panel:-

The candidate must secure 60% of marks in the 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** in terms of RBE No. 17/2014.

4. Terms & Conditions:-

- (a) PwBD employees should submit their disability certificate (of his/her disability of 40% or more), if they apply under PwBD quota.
- (b) The skill test will be conducted as per the provisions containing in RBE No. 31/2015, 141/2015 & 31/2024. Only those candidates who have secured requisite qualifying marks i.e. 60% in CBT/TBT exam will be called for the skill test.
- (c) 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 Stenographer cadre.


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- (d) Employee undergoing penalty or placed under Suspension or any departmental proceeding initiated for Major penalty or any Railway Property (Unlawful Possession) Act, 1966 (RPUP) case is pending, the details particulars of such employees should be mentioned while forwarding the application.
- (e) It is the personal responsibility of the concerned Controlling Officer/Personnel Officer to certify and ensure the corrections of all applications with service register and other relevant records. Also certify the correctness of the particulars in the applications . without such certification, application received will be summarily rejected.
- (f) This may be given wide publicity among the staff concerned.
- (g) Withdrawal of the candidature after selection will not be permitted.
- (h) There will be no supplementary examination.

5. Mode of Submission of Applications:-

- (a) The willing employees having fulfilled the above criteria may send their applications as per enclosed proforma [Annexure-'A'] along with self-attested photocopy of educational qualification, Stenography certificate, caste certificate (if any) and other necessary documents to their Controlling Officer by 03.06.2026. In the case of reserve community and PwBD employees, self-attested copy of community/disability certificate must be enclosed with the application. The Supervisors should duly check & verify all the columns of the applications duly signed by the Controlling Officer affixing his signature with stamp and send all applications in a bunch to this office on or before 08.06.2026 positively . No applications will be entertained after the above due dates.
- (b) If any candidate is subsequently found ineligible for the above selection at any stage his/her candidature will be rejected without assigning any reason.
- (c) The date of CBT/TBT and shorthand/ stenography skill test will be notified in due course. However, the candidates may treat this notification itself as an alert notice and be in preparedness to appear for the CBT/TBT/Shorthand/Stenography skill test, when the dates are notified. The notification is available on S.E.Railway website:- <https://ser.indianrailways.gov.in>

This issues with the approval of the competent authority.

Encl: (a) Proforma [Annexure-'A']
(b) Copy of Unified Syllabus


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

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

Annexure 'A'

Ref:- SER/P-CKP/EP/Selection/Jr.Steno-25%/LDCE/2026 Date: 20.05.2026

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

PROFORMA

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.	Mobile Number	:	
9.	E-mail ID	:	
10.	Basic Pay, Pay Band/Grade Pay (6th PC) Pay level in 7th PC	:	
11.	Office /Station/unit in which working	:	
12.	Grade in which appointment	:	
13.	Date of promotion to present grade	:	
14.	Educational Qualification (attested copies of certificate to be enclosed)	:	
15.	Shorthand skills in English or Hindi (attested copies of certificate to be enclosed)	:	English.....W.P.M. Hindi W.P.M.
16.	If came on transfer from other unit/Department/Divn./Rly. Either on their own request/mutual basis, date of transfer to the present unit/department and other details.	:	
17.	Whether UR/SC/ST	:	
18.	Whether candidates belong to PwBD with category, attested copies of certificates issued by the competent authority to be enclosed.	:	
19.	Candidates to opt as Jr.Steno (English) or Jr.Steno (Hindi)	:	

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

[Handwritten Signature]