

दक्षिण रेलवे/Southern Railway

सं./No.SA/P.608/XII/Minist/Steno Gr.III 25%

मंडल कार्यालय/Divisional Office,
कार्मिक शाखा/ Personnel Branch,
सेलम/ Salem.

दि Date: 26.11.2021

**All Branch Officers/SA Division,
All Supervisors/SA division.**

Sub: Selection for the post of Stenographer Grade-III(English) in Pay Matrix Level-4 (GP Rs.

2400/- as per VI PC) 25% promotion by selection from shorthand knowing Clerk/Typist

& 25% by General selection form serving Gr; C employees knowing shorthand -reg.

Ref : 1) PBC No. 07/2015 letter Ni. P/R/608/Policy/VOL-V date. 12.02.2015.

2) RBE Ni. 141/2015 dated. 10.11.2015.

3) RBE No.20/2017 dated 03.03.2017.

It is proposed to conduct a selection for filling up of **02 vacancies (ST-01, UR-01)** of Stenographer Grade-III in Pay Matrix Level-4 (GP Rs. 2400/- as per VIth CPC) in SA division against.

- i) 25% promotion by selection from shorthand knowing Clerk/Typist- 01 vacancy **(ST-01)**.
- ii) 25% by General selection form serving Gr; C employees knowing shorthand-01 vacancy **(UR-01)**.

MODE OF SELECTION

1. As per PCPO/MAS letter No. P@608/Policy/Vol.V dt. 12.02.2015 (PBC No. 07/2015). The selection consists of the following tests.

a) Written test:

Subject	Max. Marks	Time Allowed
Composite paper for testing the language (English) along with General Awareness	100	120 Minutes

The selection consist of written test as per Boad's letter No.E(NG)1/2018/PM1/4 date. 1412.2018 (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 prescribed from official language policy and rules (which will be optional). There shall be negative marking for incorrect Answers. One third (1/3rd) of the marks allotted for each question will be deducted for wrong answers. Cutting, overwriting, erasing or alteration of any type in the answer sheet will not be accepted. Zero marks will be given for answer having correction/over writing.

b) There is no supplementary examination.

Cont-2/-

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i) **Skill Test:** Stenography Speed test of 80 words per minute of 10 minutes duration with a transcription time of 50 minutes on computer. (PBC 199/2015 dt. 09.12.2015.)

ii) "**Viva-voce**" is to be conducted in terms of RBE No. 154/2005 dated .12.09.2005 issued under PBC No. 144/2005 for those who have qualified in written examination and speed test.

Eligibility Criteria:-

2. a) Regular Clerks/Typist working in Pay Matrix Level-2 (GP Rs. 1900/-) who have completed 2 years minimum service as 16.11.2021 (i.e. date of notification) and **acquired knowledge of shorthand**, are eligible to appeal for the above selection against para1(i) above.

b) All Group 'C' regular employees other than Clerks/Typist mentioned above in 2(a) in Pay Matrix Level 1 to 4 (GP Rs .1800/- to GP Rs 2400/-) who have completed 2 years minimum service as on 26.11.2021 (i.e. date of notification) and **acquired knowledge of shorthand**, are eligible to appeal for the above selection against para1(ii) above.

Note: if less or 'NIL' response for the above-mentioned category in 2(a) above, then these vacancies will be included in the category 2(b) above and eligible employees be selected.

3. The volunteers who are eligible in terms of the conditions stipulated above should submit their application complete in all respects, in the prescribed format (Annexure A) enclosed. They should also be required to submit attested copies of certificate in support of their educational qualification & community certificate issued by competent Authority for ST candidates) along with the application. Those employees are working in Construction Units/Project/RE/Deputation and fulfilling eligibility criteria can also apply, provided their lien is maintained in SA division.

The last date of receipt of application in this office shall be **24.12.2021** , if no reply is received by this date from units, it will be presumed that no one is willing to appear for the above selection from that unit. Late receipt of applications on the plea that staff were on leave, sick list, out of HQ etc., will not be entertained. For this purpose the controlling Officers are specifically requested to take appropriate action, in their respective Offices.

4. In case of their selection, they will not be allowed to go to back to their parent cadre and will have avenue of promotion only in the stenographer cadre of SA division.

5. Employees selected for the post of Stenographer Gr-III in Pay Matrix Level-4 must be prepared to go on line and accompany Officers, If they are not willing to go on line etc, they need not apply.

6. Those staff who are eligible in terms of the conditions stipulated above should submit their application in the prescribed proforma-A through proper Channel to Personnel Branch on or before **24.12.2021** certain in a cover addressed to APO/OP/SA.

Cont-

3/-

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7. The last date for receipt of applications should be stipulated locally so as to ensure that the application from the eligible volunteers should reach this office in one bunch or before the above target date. Applications received beyond date should not be entertained and the same should be disposed of at your level, rejecting them on account of late receipt.

8. The candidate selected for the post must be physically fit in CEE-ONE medical classification.

9. The employees who are selected/empanelled and promoted as Stenographer Gr-III in Pay Matrix Level-4 (GP Rs. 2400/- in VI PC) against 25 % PRQ selection from shorthand knowing Clerks/typist will rank senior to those employees who are selected/empanelled and promoted as Stenographer Gr- III in Pay Matrix Level-4 (GP Rs. 2400/- in VI PC) against 25% General selection from serving Group C employees knowing shorthand.

10. Wide publicity should be given to all the eligible staff under your control who are working in Construction Units/Project/RE and fulfilling eligibility criteria can also apply, provided their lien is maintained in SA division.

11. If there are no volunteers, a NIL report may be sent on the due date.

Please acknowledge the receipt of this letter with date without fail.

Encl: Annexure :- A

Digitally Signed by S
Saravanan
Date: 26-11-2021 18:46:25
Reason: Approved

(एस शरवणन /S.Saravanan)

सकाधि/परिचालन/ Assistant Personnel Officer/Operation
कृते वरिष्ठ मंकाधि/सेलम/ For Sr. Divisional Personnel

Officer/SA

C/- PS to DRM for kind information of DRM
PS to ADRM for kind information of ADRM, Ch.W&WI/SA,
Dy.CSTE/Pro./PTJ, MS, Dy.CE/CN/ERS, MDU & MS, Ch.S&WI/SA & WS/PTJ
All Supervisors/SA division & S&T workshop/WS/PTJ, Notice Board.
Ch.OS/IT/Cell/SA uploading notification in the website.
DS/ SRMU, AISCSTREA, AIOBCREA/SA

Annexure :

- A

PROFORMA APPLICATION

**APPLICATION FOR THE POST OF STENOGRAPHER GR-III (ENGLISH) IN LEVEL-04 PAY
MATRIX (GP RS. 2400/- IN VI PC)**

(Enclosure to Letter No. .SA/P.608/XII/Minist/Steno Gr.III 25% dated .26.11 .2021)

1. Name in Full (in Block letters) :
2. PF No. / Employee No. :
3. Present Designation & Station & Level :
4. MACP Grade Pay, if any :
5. Date of Birth :
6. Date of appointment - Ty. Status / Initial Training -
Empanelment/ Absorption –
7. Date of entry into the present Grade :
8. Total no of completed years of service in Group 'C'
as on date of notification
9. Whether belongs to SC/ST :
(Enclose attested copy of SC/ST certificate)
10. Educational Qualification/Technical Qualification :
(Enclose attested copy of certificate)
11. Acquired knowledge of shorthand: Yes / No
- 12 Awards if any received during the :
Preceding three years
13. Medical Classification at present :
- 14 Office Phone No /Contact Mobile No :
15. Option of Examination : English/ Hindi
(tick appropriate box)

Affix recent
Photo graph
attested by
controlling
Supervisor

I hereby declare that all the conditions stipulated in in the notification are accepted and further declare that the particulars furnished above are correct and if it is proved to be false, my candidature may be summarily rejected at any stage besides initiating major penalty DAR action for such misconduct.

(Sl. No. 01 to 15 are to be filled up by the employee legibly at right side)

Place
Date
Volunteer

Signature of the

Forwarded to APO/OP/SA. The particulars furnished above by the employee have been verified and found correct.

Office Seal:

Date:

Signature of the Supervisory Official

&Designation: