

दक्षिण रेलवे/SOUTHERN RAILWAY

मंडल कार्यालय/Divisional Office,
कार्मिक विभाग/Personnel Department,

पालक्काड/Palghat.

दिनांक/Date 30.12.2021

सं.जे/पी.220/ समन्वयन/डेप्यूटेशन/जि.6
No.J/P.220/Co-ord/Deputation/Vol.VI

पघट मंडल के सभी शाखा अधिकारियों आदि को
All Branch Officers/PGT Divn.
All Supervisory Officials/PGT Divn.
All Ch.OSs/OSs of all Branches & Ch.S&WI/PGT.

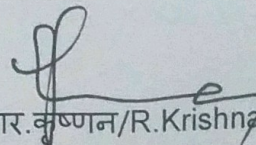
Sub : Selection for the post of Stenographer Grade-III (English) in pay matrix level-4
(GP 2400) in MAS Division : Reg
Ref : Sr.DPO/MAS letter No M/P(Admn)608/Jr.Steno Selection/Vol-1 dated 10.12.2021.
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A copy of Sr.DPO/MAS letter cited is enclosed, Applications are called for Selection to the post of Stenographer Grade-III (English) in pay matrix level-4 (GP 2400) in MAS Division for filling up of 08 vacancies of stenographer Grade-III against 25% by promotion of shorthand knowing Clerks/Typists and 1 (ST) vacancy of 25% by General selection from serving Group C employees knowing shorthand. The conditions & details are specified in Sr.DPO/MAS letter.

Applications from eligible/willing employees may be obtained **in duplicate** and forwarded to this office in one bunch **on or before 05.01.2022** certain, duly forwarded by concerned Branch officers. Applications received **after 05.01.2022** will not be entertained under any circumstances.

Only those application of the employees where in the event of selection who can be relieved should be forwarded by the Controlling Officer.

संलग्नक/Encl: As above.


(आर.कृष्णन/R. Krishnan)

सहायक कार्मिक अधिकारी-/Asst. Personnel Officer-E
कृते व.मंडल कार्मिक अधिकारी /Sr Divisional Personnel Officer
द. रेलवे/ पालक्काड /S. Railway, Palghat

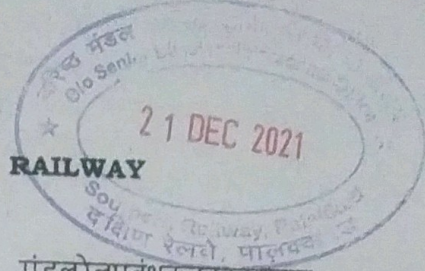
568

133



दक्षिणरेलवे/SOUTHERN RAILWAY

S.No. M/P (Admn.)608/Jr. Steno/
Selection/Vol I



मंडलरेलप्रबंधककाकायालय
DIVL.RLY. MANAGER'S OFFICE
कार्मिकशाखा, चेन्नैमंडल
PERSONNEL BRANCH, CHENNAI DIVN
चेन्नै CHENNAI.03. दि/ DT: 10.12.2021

ALL PHOD'S, CPO/ICF,
CAO/CN/MS, CE/MTP, CSTE/CN/MS
CHAIRMAN/RRB/MAS, TVC RCT/MAS, RRT/MAS, RRC/MAS
DRM/P/TPJ, MDU, PGT, TVC, SA
DY.CE/EWS/AJJ, Dy. CE/TM/RPM, MPS/RPM
DY.CMM/GSD/PER, MSD/PER
ALL BRANCH OFFICERS/MAS Div,
Sr.DEE/RS/AVD, AJJ, TBM,
DEE/RS/VLCY, RPM,
WPO/LW&CW/PER, GOC, S&T/PTJ, SPO/RE/MS,
APO/STORES/PER, APO/CEWE/PER

Sub: Selection for the post of Stenographer Gr III(English) in Pay Matrix Level-4 (VI PC Grade Pay -Rs.2400)/MAS Div., Unit (25% by Promotion by Selection from Shorthand knowing 'Clerks' & 25% By General Selection from serving Group 'C' employees knowing Shorthand).

Ref: a) Railway Board's letter No.E (NG) II/98/RRI/14 dated 03.12.98 (RBE No.273/98).

b) PBC No.198/2015 & 199/2015

1) It is proposed to conduct a selection for the post of Stenographer Gr III in Pay Matrix Level-4 (Grade Pay Rs.2400)

i) 25% promotion by selection from Shorthand knowing Clerks/Typists in Level-2 for **8 vacancies. (SC-2, UR-5, ST-1).**

and

ii) 25% by General Selection from serving Group 'C' employees knowing Shorthand in Level-1 to 4 for **1 vacancy. (ST-1).**

2) **Mode of Selection**

The selection will consist of the following tests.

a) **Skill Test:** Shorthand Speed test of 80 words per minute of 10 minutes duration with transcription time of 50 minutes on computer.

b) **Written test:**

(Note: The employees who are qualified in Shorthand Test will be called for written test)

Subject	Max Marks	Time allowed
Composite paper for testing the Language(English) along with General Awareness	100	120 Minutes

Contd...2/-

212

The selection consist of written test as per Bd's letter No.E(NG)1/2018/14.12.2018 (RBE No:196/2018). The question paper will be 100% objective multiple choice questions for the written examination and 10% of the total marks from official language policy and rules (which will be optional).

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 in the answers, will not be evaluated. Zero marks will be given for answer having correction/Overwriting

- c) **Viva-Voce** is to be conducted in terms of RBE No.154/2005 issued under PBC No:144/2005 dt 12.09.05 for those who have qualified in the Skill Test and written examination

3) Eligibility Criteria:

- Regular Office Clerks working in Level-2 (Grade Pay Rs.1900/-) who have completed 2 years minimum service as on **10.12.2021** and acquired knowledge of Shorthand are eligible to appear for the selection against Para 1(i).
- All Group C regular employees in Pay Matrix Level-1 to 4 (Grade Pay between Rs.1800 to Rs.2400) who have completed 2 years minimum service as on **10.12.2021** and acquired the knowledge of Shorthand are eligible to appear for the selection against Para 1(ii).

Note: If less or nil response for the above mentioned category in (a) above, then these vacancies will be included in the category (b) above and eligible employees will be selected

4) Submission of Application:

- The volunteers should submit applications in the prescribed proforma Annexure A
- They should also be required to submit attested copies of certificates in support of their educational qualification and Community Certificate (for SC & ST) along with applications. In those units not provided with Personnel Officers the application should be submitted to the Head of the Unit.
- The last date for receipt of application shall be **10.01.2022** If no reply is received by this date from the units addressed, it will be assumed that none is willing to appear for selection from that unit and action will be taken accordingly. Late receipt of applications on the plea that staffs were on leave, Sick list, out of Headquarters etc., will not be entertained. For this purpose the Controlling Officers are specifically requested to take the appropriate action, in their respective offices.
- There will be no supplementary examination.
- Withdrawal of the candidature after selection will not be permitted.
- Employees undergoing penalty or placed under suspension or any RPUP case is pending. The particulars of such employees should be advised with details along with the applications to this office.
- 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's cadre of Chennai division.
- Candidates selected for the post of Stenographer Gr III in Pay Matrix Level -4 (GP Rs.2400) must be prepared to go on line and accompany Officers. If they are not willing to go on line etc. they need not apply.
- The employees who are empanelled and promoted as Stenographer Gr III in Pay Matrix Level-4 against 25% from Shorthand Knowing clerks will rank senior to those employees who are empanelled and promoted as Stenographer Gr III in Pay Matrix Level against 25% from serving Group C employees knowing shorthand.
- The last date for the receipt of application in your office should be stipulated locally, so as to ensure that the applications from the eligible volunteers should reach this office in one bunch on or before **10.01.2022** certain in a cover addressed to APO/General/MAS.

Contd...3/-
Jm

- 11) The candidates selected for the post must be fit in CEE ONE medical classification.
- 12) Wide publicity should be given to the concerned staff of your control. Applications received beyond target date should not be entertained and the same should be disposed off at the Controlling Officers, rejecting them on account of late receipt.
- 13) In case no application received in your office/unit, a **NIL** report should also be sent on or before **10.01.2022**

This notification is also available in Chennai Division Personnel Branch website at Railnet. Notification/Application may also be downloaded from the website. <https://10.185.40.242>.

Advance copy may be uploaded in <https://forms.gle/Pw3D2qtKfL2oLmtr6>. Hard copy of the application should be submitted within the target date

The Controlling Officers should acknowledge the receipt of notification.

Encl.: Proforma 'A'

(आर.अनंतरामसुब्रमणियन/R.Anantharamasubramanian)
सकाधि/सा/चेन्नै APO/G/MAS
कृतेवरिमंकाधि/चेन्नै
/Sr. Divl. Personnel Officer/MAS

Copy to: All Ch.OS/PB/MAS Concerned
Ch.OS/G.Branch, Ch.OS/Con.
Ch.S&WI/MAS Notice Board
Ch.OS/Computer Cell-To please upload the above notification in railnet
DS SRMU
AI SC/ST REA
AI OBC REA

ACKNOWLEDMENT

The receipt of notification is hereby acknowledged and the same has been circulated to the staff concerned.

Date:

Place:

Signature of Supervisory Official

Name:

Designation:

Officer-in-charge of the
Establishment Matter

Date:

Application for the post of Stenographer Gr III (English) in Pay Matrix Level-4
C Grade Pay Rs.2400/MAS Div.,Unit (25% by Promotion by Selection from
shorthand knowing 'Clerks' & 25% By General Selection from serving Group 'C'
employees knowing Shorthand).

(Ref: Sr. DPO/MAS letter No.M/P(Admn.)608/Jr.Steno/Selection) dt 10.12.2021

1. Name in full(Block Letters):
2. Designation & Station :
 - a) Pay Matrix Level :
 - b) Regular :
 - c) MACP :
3. PF No. :
4. Division/Unit :
5. Office :
6. Parent Department
/Lien in :

Please Affix
Recent Passport
Size Photograph
(To be attested by
the Controlling
Supervisor)

7. Date of Birth :

8.	Date of initial engagement of CL Substitute (wherever applicable)	Date of attaining TY status (wherever applicable)	Date of appointment/Regular Absorption (wherever applicable)	Length of service in the eligible category as on 10.12.2021

9. Date of promotion to
the present grade :

10. Educational/Technical
Qualification
(attach proof thereof) :

11. Whether the employee
belongs to SC/ST/UR
(attach proof thereof) :

12. Contact Number : Rly. No. :

WhatsApp Mobile No.:

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand that in the event of particulars of information given herein being found false, or incorrect, I am liable to be taken up under DAR apart from my application being rejected.

Date:

Signature of the Employee.

Forwarded to Sr. DPO/MAS

The details of these service particulars including the educational/ technical qualifications have been verified with SR and found correct.

214
10.12.2021

Ch. OS in charge of the
Establishment Matter