

दक्षिण रेलवे/SOUTHERN RAILWAY

सं.जे/पी.608/ समन्वयन/ सामान्य प्रवरण/जि.12
No.J/P.608/Co-ord/Genl.SelectionVol.XII

मण्डल कार्यालय/Divisional Office,
कार्मिक शाखा/Personnel Branch,
पालक्काड/Palghat.
दिनांक/Date 31.05.2018.

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.

विषय/Sub: Selection for the post of Stenographer/Gr.III(English) in Pay Matrix
Level- 4 (G.P.Rs.2400 /-)/HQ Unit against 25% by promotion by selection
from shorthand Knowing Clerks/Typist & 25% by General selection
from serving Group 'C' employees Knowing shorthand.

संदर्भ/Ref: PCPO/MAS letter No.P(GS)608/XII/Steno/Gr.III/2018 dated 25.05.2018.

=====X-X-X-X=====

Copy of CPO/MAS letter cited is enclosed. Volunteers are called for selection for the
post of Stenographer/Gr.III (English) in Pay Matrix Level- 4 (G.P.Rs.2400 /HQ Unit against
25% by Promotion by selection from Shorthand Knowing Clerk/Typist & 25% by General
selection from Serving Group 'C' employees **knowing Shorthand**). **The conditions are**
specified in CPO/MAS letter.

Applications from the willing/eligible employees may please be forwarded to this
office **in duplicate** in one bunch **on or before 22.06.2018** certain. Applications received
after **22.06.2018** will not be entertained under any circumstances.

संलग्नक/Encl: As above.

(वी.पी.रमेश/V.P.RAMESH)

सकाधि/या/APO/T,

कृते वरमंकाधि/पालक्काड/for Sr.DPO/PGT.

प्रति/Copy to: DP/SRMU/PGT, DS/AI SC/ST RE Assn/PGT & DS/AIOBC RE Assn/PGT.

संकायि/DPO	
सकायि/APO	KT
मुकायि/CH.OS/	TBC
व.क.व.क. निरी/CH.S&WI/	

DRM/P/PGT

167

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दक्षिणरेलवे/SOUTHERN RAILWAY

सं.पी(जीएस)No.P(GS)608/XII/Steno.Gr.III/2018 प्रधानकार्यालय/Headquarters Office,
 कार्मिकशाखा/Personnel Branch,
 चेन्नै/Chennai - 600 003.
 दि. Dated: 25.05.2018

PCME, PCOM, PCCM, PCSTE, PCEE, CAO/CN/MS, PFA/MAS, SDGM&CVO, PCMM/PER CSC, CPRO, CCO, CCM/PM, CCM//Rates/MAS, CCM/Claims/TPJ, CMD/MMC/MAS, CAO/CN/MS, MTP/MS, CPD/RE/MS, CWM/LW/PER, CW/PER, GOC&S&T/PTJ, CSTE/CN/MS, PFA/T/MAS, GM/ST/MMC/MAS, TPJ, MD/RH/PER, DRM/P/MAS, TPJ, MDU, PGT, TVC, SA, Sr.DFM/MAS, TPJ, MDU, SA, PGT, TVC Sr.AFA/TPJ, GOC&PTJ, DSC/MAS, TPJ, MDU, SA, PGT, TVC, Sr.EDPM/MMC/MAS, MDU, ED PM/PGT, Dy.CPLO/Hqrs, Dy.CEO/Hqrs/MAS, Secy to GM, Dy.CE/EWS/AJJ, MPS/RPM, Dy.CMM/GSD/PER, MSD/PER Dy.CPO/CN/MS, APO/Stores/PER, WPO/LW/PER, CW/PER, GOC, S&T/PTJ, SPO/RE/MS, APO/EWS/AJJ, APO/WES/PER, CSTE/Proj/MMC/MAS, DGM/Law/MAS, Chairman/RRB/MAS, TVC, GGM/IRCTC/Chennai, Chairman/RCT/MAS, ERS, RRT/MAS, RRC/MS, AGM/RVNL/Chennai, Principal/ZRTI/TPJ

विषय /Sub: Selection for the post of Stenographer/Gr.III(English) in Pay Matrix Level 4 (GP.Rs.2400/-)/HQrs. Unit against 25% by Promotion by selection from shorthand Knowing Clerks/Typist & 25% by General Selection from serving Group 'C' employees knowing shorthand.

संदर्भ/Ref: 1. PBC NO:07/2015 Letter No: P(R)608/Policy/VOL V Dt.12.02.2015
 2. RBE (141/2015) letter No: E(NG)I-2010/PM 4/3 dated:10.11.2015
 3. RBE (20/2017) letter No: E(NG)I-2008/PM 1/15 dated:03.03.2017 *

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

- (i) 25% by Promotion by selection from Shorthand knowing Clerks/Typists for 10 vacancies (ST-1, SC-2, UR-7) and
- (ii) 25% by General Selection from serving Group 'C' employees knowing shorthand for 9 vacancies (SC-3, UR-5, ST-1).

[Handwritten Signature]
 25/5/18

R/W on 30/5

(2) The selection will consist of the following:

(a) **Written Exam:**

Subject	Max. Marks	Time Allowed
Composite paper for testing the Language (English) along with General Awareness	100	3 hrs

There will be questions for 10% marks in Official Language in terms of Railway Board letter No: Hindi 84/OL-1/10/3 Dated: 03.11.1988. In terms of Railway Board letter No: E(NG) 1-2006/PMI/18 Dated: 30.08.2006, along with ACS No:187 to-IREM Volume I (1989 edition), objective type questions will be set for about 50% (in the range of 45% to 55%) of the total marks for the Written Test.

(b) **Skill Test** Stenography skill test at the speed of 80 W.P.M. of 10 minutes duration with transcription time of 50 minutes

(c) **"Viva-voce"** in terms of RBE No. 154/2005 issued under PBC No. 144/2005 Dated 12.09.2005

(3) In compliance with the directions of the Hon'ble Supreme Court in 'M.NAGARAJ' case, the above selection has been initiated only after ascertaining quantifiable data of representation of SC and ST employees in the grade, as per the post based rosters and is subject to outcome of the main SLP and the Contempt Petition No.314/2016 in SLP (C) No.4831/2012.(PBC No.17/2006)

(4) (a) Regular Office Clerks/Typists working in Pay Matrix Level 2 (GP.Rs.1900/-) who have completed 2 years minimum service as on 25.05.2018 and acquired knowledge of shorthand are eligible to appear for the selection against para 1 (i) above.

(b) All Group "C" regular employees in Pay Matrix 1 to 4 (GP.Rs.1800/- to 2400/-) who have completed 2 years minimum service as on 25.05.2018 and acquired knowledge of shorthand are eligible to appear for the selection against para 1(ii) above.

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

(5) The volunteers should submit application in the prescribed proforma complete in all respects routed through cadre controlling officers, in one bunch addressed to APO/GL/HQrs./MAS to reach this office on or before 02.07.2018 after obtaining the approval of HOD at the parent department in which the employee's lien is maintained so that the employees are relieved when they are selected for the post. They should also be required to submit attested copies of certificates in support of their educational qualification & Community Certificate issued by Competent Authority (for SC/ST) along with the application. In those units not provided with Personnel Officers the applications should be submitted to the Head of the unit.


25/5/18

Application from SC/ST employees should necessarily enclose the attested copy of community certificate issued by the competent authority.

(6) Applications received beyond the target date should not be entertained and the same should be disposed off by the controlling officers, rejecting them on account of late receipt.

(7) Withdrawal of the employees after selection will not be permitted.

(8) Employees selected for the post of Stenographer/Gr.III/HQrs. Units 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.

(9) The employees who are selected / empaneled and promoted as Stenographer/Gr.III / HQrs. Units in Pay Matrix Level 4 (GP.Rs.2400/-) against 25% from shorthand knowing Clerks/typists will rank senior to those employees who are selected / empaneled and promoted as Stenographer/Gr.III / HQrs. Units in Pay Matrix Level 4 (GP.Rs.2400/-) against 25% from serving Group.'C' employees knowing shorthand.

(10) There will be no supplementary examination.

(11) The employees selected for the post must be fit in CEE-ONE medical classification. **Wide publicity should be given to the all staff under your control.**

(12) In case no application received in your office/unit, a 'NIL' report should also be sent on or before 02.07.2018.

The Controlling Officers should acknowledge the receipt of the notification

Encl: Proforma


(के.श्रीनिवासुलु/K.Srinivasulu)

सहायककार्मिकअधिकारी/सामान्य/Asst.Personnel Officer/Genl.
कृतेप्रधानमुख्यकार्मिकअधिकारी/for Principal Chief Personnel Officer.

प्रतिलिपि/Copy to: PCPO, CPO/Admn.,

All PB officers/HQ/MAS All Ch. OSs/PB/HQrs ,
GS/SRMU,GS/NFIR,GS/AIOBC,GS/SC/STREA,
Ch.S&WI/System - to upload in the railnet please.
Notice Board

PROFORMA

APPLICATION FOR SELECTION TO THE POST OF STENOGRAPHER-III
IN PAY MATRIX LEVEL 4 (GP.Rs.2400/-) ²⁵
(Ref: CPO/MAS letter No.P(GS)608/XII/Steno/Gr.III/2018. Dated: 05.2018)

- 1 Name
- 2 PF No.
- 3 Designation & Station.
(a) Pay Matrix level:
Regular
MACP
- 4 Division/Unit - Rly.Phone No. :-
Mobile No.
- 5 Office
- 6 Parent Department
- 7 Date of Birth
- 8 Date of Regular appointment
- 9 Date of promotion to the present
grade (a) Substantive:
(b) Officiating:
- 10 Educational /Technical Qualification
(attach proof thereof)
- 11 Whether the employee belongs
to SC/ST/UR (attach proof thereof)

Recent Passport size photo taken within a month's time duly attested by the immediate Supervisor

I hereby declare that the particulars furnished by me are true and correct to the best of my knowledge.

SIGNATURE OF THE EMPLOYEE

Date:
Place:

Forwarded by the Supervisory official

Date:
Place:

Signature of the forwarding officer with designation and date

Forwarded to CPO/MAS by the Personnel Officer

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

Place

Signature of the Personnel/Establishment officer With designation and date.

Office seal