

दक्षिण रेलवे/SOUTHERN RAILWAY

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

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

पालक्काड/Palghat.
दिनांक/Date 02.11.2021

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 Accounts department/MAS : Reg

Ref : PFA/MAS letter No 135/HQA/ADMN/Jr.Steno/Vol.III dated 13.10.2021.

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A copy of PFA/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 Accounts department/MAS for filling up of 11 vacancies of stenographer Grade-III against 25% by promotion of shorthand knowing Clerks/Typists (06 Vacancies) and 25% by General selection from serving Group C employees knowing shorthand (5 Vacancies). The conditions & details are specified in PFA/MAS letter.

Applications from eligible/willing employees may be obtained **in duplicate** and forwarded to this office in one bunch **on or before 16.11.2021** certain, duly forwarded by concerned Branch officers. Applications received **after 16.11.2021** 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

SOUTHERN RAILWAY

Office of the PFA,
Park Town,
Chennai- 600 003.

No.P.135/HQA/ADMN/Jr.Steno/Vol.III

dated 13.10.2021

**CAO/CN/MS,PCPO,PCME,PCE,PCOM,PCCM,PCEE,PCSTE,PCMM,PCMD,PCSO
DRMs/MAS,TPJ,MDU,PGT,TVC,SA
FA&CAO – CN/MS, T/MAS, S&W/PER, MTP/MS
CHAIRMAN/RRB,RRT,RCT/MAS. CSC/MAS.
CPRO/MAS,GM/ST/MAS,
Sr.DFMs/MAS,TPJ,MDU,PGT,TVC,SA
Dy.FA&CAOs/W&S/GOC, CN/ERS
Dy.CAO/Cash&Pay/MAS
Sr.AFA-T/TPJ, RE/MS
AFAs-W&S/PTJ,CN/TPJ,CN/MDU**

Sub: Selection for the post of Stenographer Grade –III(English) in Pay Matrix
Level- 4 (GP. ₹2400/-as per VI PC) in Accounts Department.

- Ref: 1. Railway Board's letter No.E(NG)II/98/RR/14 dated 03.12.1998
(RBE No.273/1998).
2. PBC No.07/2015 Letter No.P(R)608/Policy/VOL V dt.12.02.2015
3. RBE No.141/2015 dated 10.11.2015
4. RBE No. 20/2017 dated 03.03.2017

1. It is proposed to conduct a selection for filling up of 11 vacancies promotional quota of Stenographer Grade-III in Pay Matrix Level- 4 (GP. ₹2,400/- as per VIth CPC) against,

- (i) 25% by promotion of shorthand knowing Clerks/Typists - 06 vacancies
(UR-2, SC-2 & ST-2) and
(ii) 25% by General selection from serving Group 'C' employees knowing shorthand -
5 vacancies (UR-3, SC- 1 & ST- 1).

Eligibility conditions

2. (a) Regular Clerks/Typists working in Pay Matrix Level 2 (GP.₹1900/-) who have completed 2 years minimum service as on **13.10.2021** (date of notification) and acquired knowledge of shorthand, are eligible to appear for the above selection against para 1 (i) above.

(b) All Group "C" regular employees other than Clerks/Typists mentioned above in 2(a) in Pay Matrix Level 1 to 4 (GP. ₹1800/- to ₹2400/-) who have completed 2 years minimum service as on **13.10.2021** (date of notification) and acquired knowledge of shorthand are eligible to appear for the above selection against para 1 (ii) above.

Received from
Accounts Dept
on 29/10/21
29/10

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 will be selected.

3. The selection consists of the following tests:

i) **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 Board's letter No.E(NG)1/2018/PM1/4 dated 14.12.2018 (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 will be 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.

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

iii) **"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.

4. 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 SC & ST candidates) along with the application.

The last date of receipt of application in this office shall be **19.11.2021**. If no reply is received by this date from the units, it will be presumed that no one is willing to appear for the above selection from that unit. Applications received after the due date will not be entertained.

5. Employees undergoing penalty or placed under suspension or any departmental proceedings initiated for Major penalty or any RPUP case is pending, the particulars of such employees should be advised with details along with the applications to HQrs.

6. 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.

7. 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 Stenographers cadre.

8. The controlling officers shall verify the service particulars of the eligible employees with SRs and then forward the applications in a named cover addressed to Smt. Syamala Rangarajan, Sr. AFA/Admn/MAS, PFA/O/MAS on or before **19.11.2021**.

The last date for receipt of applications in your office should be stipulated locally. It may be ensured that the applications from the eligible volunteers are forwarded in one bunch on or before **19.11.2021** duly with the approval of HOD of the parent department (in which the employee's lien is maintained) so that the employees are relieved immediately when they are selected to the post.

9. The employees who are selected/ empanelled and promoted as Stenographer Gr. III in Pay Matrix Level 4 (GP. ₹2400/- as per VIth PC) against 25% from shorthand knowing Clerks/Typists will rank senior to those employees who are selected/empanelled and promoted as Stenographer Gr. III in Pay Matrix Level 4 (GP. ₹2400/- as per VIth PC) against 25% from serving Group 'C' employees knowing shorthand.

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

11. It should be made clear to the volunteers that selection to the post of Stenographer Grade- III in Accounts department is on "All Railway basis" and the staff who appear for selection, in the event of their being selected should be willing to work at any station to which they may be posted. Those who are not agreeable for this condition may not volunteer at all for the selection.

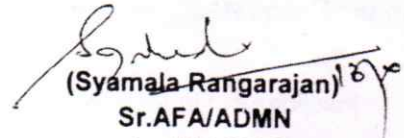
12. Wide publicity should be given to all the eligible staff under your control. The notification may be pasted in all the notice Boards and prominent places in Divisional Offices/Units/Field Offices.

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

14. The employees who volunteer for the above post should be in readiness to appear for the written Examination.

15. For any information concerned with this selection the applicant may visit selection notification <http://Sr.indianrailways.gov.in> → News & Updates → Accounts Department Information available in Railnet.

Encl: ANNEXURE- A


(Syamala Rangarajan)
Sr.AFA/ADMN
for PFA/MAS

Copy to: Sr.SO(A)- GA/ADMN, Cash&Pay/MAS – for necessary action.
GS/SRMU, GS/NFIR

ANNEXURE - A

**APPLICATION FOR SELECTION TO THE POST OF STENOGRAPHER GRADE III
(English) IN PAY MATRIX LEVEL 4 (GP. ₹2400/-) IN ACCOUNTS DEPT.**

1. Name of the employee (in block letters) :
- 2 Designation & Station :
(a) Pay Matrix level :
Regular :
MACP :
- 3 PF Number / Employee No. :
& Date of Birth :
- 4 Division/Unit- Rly.Phone No. :
Mobile No. :
- 5 Office :
- 6 Educational qualification (Academic & Technical) :
(Attach proof thereof)
- 7 Date of Regular Appointment :
- 8 Substantive post Level as on 13.10.2021 :
- 9 Date of Confirmation :
- 10 Date of promotion to the present Pay Matrix Level :
- 11 Total no. of completed years of service :
in Group 'C' as on 13.10.2021. :
- 12 Whether belongs to UR, SC ,ST (if SC/ST, :
name of the community to be indicated) :
(Attach proof thereof)
- 13 If working in other than parent unit (on re-deployment etc):
the present unit and from where working in that unit :
- 14 Do you agree to all the conditions Stipulated in the :
Notification dated 13.10.2021 referred to above for the selection :

Recent Passport
Size photo taken
Within a months
time duly attested
by the immediate
Supervisor

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 D&AR apart from my application being rejected.

Station :

Date :

Signature of the applicant

Recommendations in regard to the fitness or otherwise of the candidate to hold the post of Stenographer by the controlling officer.

The details of the service particulars including the educational/technical qualifications have been verified with the SRs and found correct. Forwarded to Sr.AFA/ADMN/MAS for necessary action.

Station:

Date :

Signature of the controlling
officer