

दक्षिण रेलवे/ SOUTHERN RAILWAY

सं.जे/पी

No.J/P 608/XI/Steno/Vol.V

मंडल कार्यालय/ Divisional Office,
कार्मिक विभाग/Personnel Department
पालक्काड/ Palghat,
दि./Dt:07-11-2023

All Branch Officers/PGT Division
All Supervisory Officials /PGT Division
Ch. OS/OS of all Branches

Sub: Selection for the post of Stenographer/Gr.III in Pay Matrix Level-4(.Grade Pay Rs 2400) - PGT Division (by adding 25% promotion by selection from Shorthand knowing' clerks' & 25% promotion by General selection from Group 'C' employees knowing shorthand)

It is proposed to conduct a General selection by calling volunteers from Group 'C' regular employees knowing shorthand with Pay Matrix Level-1 to Level-4 (Grade pay between Rs 1800/- to Rs 2400 / -) against 50% quota (25 % + 25 %) for the post of Stenographer Gr.III in Pay Matrix Level-4 (.Grade Pay Rs 2400) to fill 10 vacancies (04-SC, 03-ST& 03-UR). Out of these 10 vacancies one vacancy is earmarked for PwBD (VI).

1. The selection will consist of the following tests:-

a) **Written Test:** Written Test consists of a test in English Grammar (Composite paper for testing the language (English) along with General awareness). As per 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 will be from official language policy and rules in terms of Board's letter No Hindi-81/OL-14/12 dated 14.01.1982.

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 will not be evaluated. Zero marks will be given for answer having correction/overwriting. The time for the Examination will be 2 hours (100 marks).

b) **Shorthand:** Speed test of 80 words per minute for 10 minutes duration with Transcription time of 50 minutes.

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

2. All regular employees in Pay Matrix Level-1 to 4 (i.e,GP.Rs.1800/- to Rs.2400/-) who have completed 2 years minimum service (as on the date of notification) and acquired knowledge of shorthand are eligible to appear for the above selection

3. The volunteers should submit their application in the prescribed Proforma A to Personnel Branch and they are also required to submit attested copies of certificates in support of their educational qualification & Community Certificates (for SC/ST) along with the application.

(Contd -2-)

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- 4) 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.
- 5) Candidates selected for the post of Stenographer Gr.III in Pay Matrix Level-4- (Grade Pay 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.
- 6) Those employees who agree with the above conditions may apply in the proforma enclosed, and the same should reach to concerned Supervisors on or before 21-11-2023. The Supervisors after due verification of the same should forward the applications in a bunch to this office on or before 27-11-2023. Any applications received after the time & date specified will be rejected even though the employees would have submitted their applications to the respective Supervisors on or before the date specified. Late receipt of applications on the plea that staff was on leave, sick list, out of Headquarters etc. will also not be entertained. For this purpose, the Controlling Officers are specifically requested to take appropriate action in their respective offices.
- 7) The candidate selected for the post must be fit in Cee-One medical classification.
- 8) Wide publicity may be given to all staff under your control. Applications received beyond target date should not be entertained and the same should be disposed of by the Controlling Officers, rejecting them on account of late receipt.
- 9) In case no applications are received in your office/unit, a NIL report may be sent on or before 27-11-2023.

Applications from SC/ST employees should necessarily have the caste certificates issued by the Competent Authority i.e Tahsildar for 'SC' Community and RDO for 'ST' community.

There will be no supplementary examination.

The Controlling Officers should acknowledge receipt of this notification.

Encl: Proforma' A'

(टी.गणेशमूर्ति / T.Ganeshamoorthi)
सकाधि/ Asst.Personnel Officer/Tfc
कृते वरिष्ठ मंडल कार्मिक अधिकारी
For Sr.Divisional Personnel Officer/PGT

Copy to: DS/SRMU/AISC/ST/OBC Assn/PGT , O.O file.

"A copy of this notification can be accessed at Southern Railway Web Site at the following address – www.Sr.indianrailways.gov.in under the location About SR - Department -Personnel - Palghat Division.

PROFORMA 'A'

**Application for the selection to the post of Stenographer Gr.III in Matrix Level-4
(Grade Pay Rs.2400/-)**

(Ref: CPO/MAS letter No: P (GS)608/XII/Steno/Gr.III/Vol.VI)

Recent Passport
Size Photo taken
within a months
time duly attested
by the immediate
Supervisor

- 1. Name :**
- 2. Designation & station :**
- 3. P.F No. :**
- 4. Unit :**
- 5. Office :**
- 6. Parent Dept. :**
- 7. Date of birth :**
- 8. Date of Regular appointment :**
- 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. Mobile phone 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 the particulars of information given herein are being found false or incorrect; I am liable to be taken up under DAR apart from my application being rejected.

Signature of the applicant :
Date :

Forwarded to .DPO/PGT.

Signature & :
Designation of the :
Supervisory Official :
Date :