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दक्षिण पूर्व मध्य रेल्वे

South East Central Railway

कार्मिक विभाग, मंडल रेल प्रबंधक कार्यालय, बिलासपुर

Personnel Department, Divisional Railway Manager Office, Bilaspur

No. E/Genl. Admi./Jr. Steno./BSP Div./c-40034

Date:- 13.05.2024

Notication No. 47/2024

Sub:- Filling-up post of Jr. Stenographer (English/Hindi) in PB-1(5200-20200), GP-2400/- (6th PC), New Pay Structure Level-4 (7th PC), by 25% Promotion Quota by General Selection

The Competent Authority has decided the fill up the vacancies of Jr. Stenographer (English/Hindi) in PB-1(5200-20200), GP-2400/- (6th PC), New Pay Structure Level-4 (7th PC), by 25% Promotion Quota.

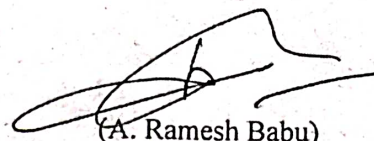
Name of Post	Jr. Stenographer (English/Hindi)				
Pay Matrix Level	Level-4				
No of Vacancy	Total	UR	SC	ST	Remarks
	03	03	0	0	by 25% Promotional Quota.
	In terms of para 13.2 of DoPT's O.M. No. 36012/1/2020-Estt(Res.II) Dated 17.05.2022 duly circulated under Estt Rule No. 168/2022, in previous vacancy cycle of DPQ non selection(suitability). Note- (1) Unfilled vacancies of 25% Promotion quota will be filled-up by General Selection (2) Out of 03, 02 vacancies are for Hindi Stenographer and 01 vacancy is for English stenographer. In case of any short of candidates for vacancy of Hindi stenographer it may be filled up by English Stenographer and vice- versa. (As per RB No. Hindi-2015/OL-1/16/1 dt. 20.04.2022 Official Language Policy)				
Provision of Reservation	a. The conditions set out by the Hon'ble Supreme Court in the matter of Jarnail Singh Vs Lachhmi Narain Gupta for extending reservation in promotion to SCs/STs has been complied viz Quantifiable data has been collected in the cadre of Jr. Stenographer. Roster is also maintained in due compliance of the judgment of Hon'ble Supreme Court in the case R. K. Sabharwal Vs State of Punjab. b. The above promotion is provisional subject to final outcome of the judgement in the matter of Jarnail Singh & others Vs Lachhmi Narain Gupta & other at Hon'ble Supreme Court. (Authority : PCPO/BSP's Estt Rule No.66/21,123/22, 165/2022) PCPO/BSP's letter No. P-HQ/RUL/105/2 (E-86359) dtd 03-02-2023 c. The Jr. Stenographer, L-4, post is identified for PwBD (a. B, LV b. HH c. OA, OL, BL, OAL, CP, LC, Dw, AAV d. ASD(M) , SLD, MI, MD involving a. to d above. category in terms of 168/22. However, as and when vacancies arises/reaches up to roster point No. 25 reservation will be provided in due course of time at any point within roster point No 25. (Authority : PCPO/BSP's Estt Rule No.54/19 & 168/2022)				
Mode of Selection (Promotion Quota)	(1)The Selection consist of Written Examination and Short Hand test. (2)The Written Examination shall be through CBT mode(General Awareness and language test in English/Hindi). (3) The question paper will be 100% objective type. (4) There shall be negative marking for incorrect answers. One third (1/3) of the marks allotted for each question will be deducted for wrong answers.				

	(5) There will be 110 questions out of which 10 question (optional) will be on Rajbhasha out of which 100 will have to be answered. (6) If any candidates answers more than 100, the first 100 attempted questions will be counted. (7) Duration of examination will be 120 minutes. (8) There is no supplementary examination. (9) The professional ability of the employee in the field of selection will be adjudged through written test on CBT mode only. The employees must secure minimum 60% marks in aggregate i.e. in both written test and record of service. The post of Jr. Stenographer is non-safety. Estt. Sl. No. 266/99. (10) Short Hand Test (English/Hindi) is qualifying nature. Candidates qualifying in the Short Hand test in terms of accuracy, speed, grammar, Punctuation/Spelling and neatness of work written test consisting and General awareness and language test in English/Hindi will be eligible for empanelment as Jr. Stenographer (English/Hindi) in Pay Matrix Level-4.																																
Department/Div/Unit/HQ	Bilaspur Division (All department except Accounts & RPF)																																
Details of Examination	The candidates qualified in written Examination will have to appear Qualifying short Hand Test as prescribed as per instructions given below { As per SECR Estt. Rule No. 217/2015 (RBE No. 141/2015)} <table><tr><th>Language</th><th>Speed</th><th>Duration</th><th>Transcription Time</th></tr><tr><td>English</td><td>80 w.p.m.</td><td>10 minutes</td><td>50 minutes</td></tr><tr><td>English</td><td>100 w.p.m.</td><td>10 minutes</td><td>40 minutes</td></tr><tr><td>English</td><td>120 w.p.m.</td><td>10 minutes</td><td>35 minutes</td></tr></table> <table><tr><th>Language</th><th>Speed</th><th>Duration</th><th>Transcription Time</th></tr><tr><td>Hindi</td><td>80 w.p.m.</td><td>10 minutes</td><td>65 minutes</td></tr><tr><td>Hindi</td><td>100 w.p.m.</td><td>10 minutes</td><td>55 minutes</td></tr><tr><td>Hindi</td><td>120 w.p.m.</td><td>10 minutes</td><td>45 minutes</td></tr></table> However, the Short Hand Test is considered as qualifying in nature only and no marks will be awarded to draw the merit list. (As per Estt. Rule 298/2022)	Language	Speed	Duration	Transcription Time	English	80 w.p.m.	10 minutes	50 minutes	English	100 w.p.m.	10 minutes	40 minutes	English	120 w.p.m.	10 minutes	35 minutes	Language	Speed	Duration	Transcription Time	Hindi	80 w.p.m.	10 minutes	65 minutes	Hindi	100 w.p.m.	10 minutes	55 minutes	Hindi	120 w.p.m.	10 minutes	45 minutes
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Eligibility	Short Hand Knowing (English/Hindi) serving Jr. Clerk cum Typist in pay matrix Level-2 (7 th PC), of BSP Division having two years regular service in terms of Provision contained in Railway Board Letter No. E(NG)I-2010/PM4/3, dated- 10.11.2015.																																
Essential Qualification	Short Hand Knowing (English/Hindi)																																
Medical criteria	CEE-ONE																																
Last Date of receipt of Applications at Sr. DPO/BSP's Office	07.06.2024																																

1. The candidates may be advised to submit their application in prescribed format (Enclosed) through proper channel.
2. Department are requested to forward the applications in bunch so as to receive at this office on or before **07.06.2024**
3. Candidature of candidates will be rejected, if found ineligible in any stage in selection process.
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 stenographer cadre of BSP division.
5. After cut-off date no application will be entertained.



6. The provisional list of eligible candidates will be published after verification of records, entries on application etc.
7. Wide publicity among eligible and willing staff may be given.
8. The notification also available on SECR website- <http://www.secr.indianrailways.gov.in> Link of the Home page: Dept/Div of SECR → Division → Bilaspur → Personnel → Notifications.



(A. Ramesh Babu)
Asst. Personnel Officer - II
For Sr. Divl. Personnel Officer

① *enit*

Copy forwarded for further information and n. a. please-

CPM/GSU/BSP, Sr. DEE/BSP(OP/TRD/G), Sr. DSTE(Co.)/BSP, Sr. DEN(Co.)/BSP, Sr. DME(Co.)/BSP, Sr. DOM(Co.)/BSP, Sr. DCM(Co.)/BSP, CMS/BSP, Ch. OS(P)/BSP, Steno/Sr. DPO/BSP, ALL Ch. OS/GENL. SEC./BSP, Notice Board.

Proforma of Application.

Application for the Post of Jr. Stenographer (English/Hindi) in PB-1(5200-20200/-), GP-2400/-(6th PC), New Pay Structure Level-04(7th PC), by 25% Promotion Quota

क्र. सं. Sr. No.	विवरण/ Particulars of Employee	Details
1.	नाम/Name (Block Letters)	
2.	पिता का नाम/Father's Name	
3.	समुदाय/ Community (UR/SC/ST)	
4.	पदनाम /Designation 1) Substantive 2) Officiating	
5.	इकाई/स्टेशन/Unit / Station/ Lien holder of	
6.	भविष्यनिधि संख्या /PF No./NPS No.	
7.	वर्तमान वेतन एवं लेवल / Present Pay Matrix Level	
8.	कार्याधीन / Working Under/ B.U.No.	
9.	विभाग & स्टेशन / Department & Station	
10.	पद का नाम जिसके लिए आवेदन किया गया है/ Name of post for applied	
11.	जन्मतिथि/ Date of Birth	
12.	नियुक्ति तिथि / Date of Appointment	
13.	कनिष्ठ लिपिक पर पदस्थापना की तिथि /Date of joining in Jr. Clerk	
14.	शैक्षणिक योग्यता (प्रमाण पत्र संलग्न)/ Educational Qualification (Certificate Encl.)	
15.	स्टेनोग्राफी की जानकारी / Knowing Stenography (Attached certificate if any)	
16.	Computer Knowledge, if any	
17.	Whether PwBD (mentioned category in terms of para 2.2 of Estt. Rule No. 168/2022) (copy of the PwBD certificate enclosed)	
18.	मोबाईल नं. / Mobile No.	

Place:-

Date:-

कर्मचारी का हस्ताक्षर
Sign. of Employee

The above information is correct and is based on record, the employee free from SPE/Vig/DAR cases and is considered suitable for the post given above are verified and found correct.

उपरोक्त जानकारी सही और रिकॉर्ड पर आधारित है, कर्मचारी एसपीई/विजिलेंस/डीएआर मामलों से मुक्त है और ऊपर दिए गए पद के लिए उपयुक्त और सही पाया गया है।

इकाई प्रभारी
In-charge/supervisor