

दक्षिण पूर्व मध्य रेल्वे
South East Central Railway
कार्मिक विभाग, मंडल रेल प्रबंधक कार्यालय, बिलासपुर
Personnel Department, Divisional Railway Manager Office, Bilaspur

सं -P/SA/Gen.-II/Notification HQ/Jr. Steno/GS/GA/2024

Date:-27.08.2024

The All Branch Officers
SECR/Bilaspur Division.

Sub:- Filling-up post of Jr. Stenographer Gr.-III, in pay matrix Level-4, by 25% General Selection Quota.

Ref :- APO(Bills/HQ) Notification No. 27/2024
NO.P- HQ/NGC/503/P-38/E-79013, Date: 07.08.2024.

Please find a notification enclosed herewith which has been issued by the HQs in connection with filling up of 16 Post (01 vacancy is reserved for PwBD) of Jr. Stenographer Gr.-III in pay matrix Level-4 in South East Central Railway against General Selection Quota (25%) as referred above which is self explanatory.

You are hereby requested to give wide publicity amongst the staff concerned and also requested to please arrange to send all the willing and eligible candidate applications along with requisite enclosures (PROFORMA). Applications are required to submit on or before 03.09.2024 in a consolidated manner with due scrutiny of all the applications for onward transmission to HQrs.

Enclosed (As above 03 pages along with Proforma).

Date: 28-08-2024 12:05:54

Reason: Approved

(R. Shankaran)
Asstt. Personnel Officer-III
for Sr. Divl. Personnel Officer

Copy to:- APO-Bills/HQ/BSP, Steno to Sr. DPO/BSP, Ch. OS(P)/BSP Ch.OS/IT, Ch. OS(OMR),
DC/SECRM/BSP, DS/AISCSTREA/BSP, DS/SECROBCEA/BSP, Notice Board.



दक्षिण पूर्व मध्य रेलवे

South East Central Railway

मुख्यालय, कार्मिकविभाग, प्रथमतल, महाप्रबंधककार्यालय, बिलासपुर (छ. ग.)

HEAD QUARTER, PERSONNEL DEPARTMENT, 1st FLOOR,
GM's OFFICE, BILASPUR (C.G.) 495004

NO.P-HQ/NGC/503/P-38/E-79013

Date: 07.08.2024

NOTIFICATION No.27 /2024

Filling-up post of Stenographer Gr.-III in pay matrix Level-4, by 25%

Sub : General Selection Quota

The Competent Authority has decided to fill up the vacancies of Stenographer Gr.-III in pay matrix level-4 against 25% Promotion Quota:-

Name of the post	Jr. Stenographer				
Pay Matrix Level	Level-4				
No of Vacancy	UR	SC	ST	TOTAL	Remarks
	12	03	01	16	01 vacancy is reserved for PwBD
	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). 01 post reserved for PwBD in 'LV' category, which remained unfilled and therefore it is carried forward to this vacancy cycle. Also, as per said para, "in the event of non-availability of PwBD candidates for promotion even in the extended zone, the vacancy shall not be filled and shall be carried forward. In the subsequent year, if PwBD of respective category is not available, the same can be exchange with other categories of disabilities identified for it. If it is not possible to fill up the vacancy by reservation even by exchange, the reservation shall be carried forward for two subsequent recruitment years, where-after it shall lapse."				
	Note: Out of 16, 13 vacancies are for Hindi Stenographer and 03 vacancies are for English Stenographer. In case of any short of candidates for vacancy of Hindi Steno it may be filled up by English Steno and vice-versa.				
Mode of Selection (Promotion Quota)	(1) The selection consists of written examination and Short Hand test. (2) The written examination shall be through CBT mode (General Awareness and language test in Hindi/ English). (3) Short Hand Test (Hindi/English) 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 Hindi/English will be eligible for empanelment as Stenographer (Hindi/English) in pay matrix level-4.				
Department/Div/ Unit/HQ	HQ's offices/ SECR				
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)}				

Cont.....

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	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
	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
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)				
Eligibility	Serving Group 'C' in Grade Pay 1800/- and above with knowledge of shorthand with two years regular service as on 02.07.2024, in terms of provision contained in Railway Board's letter No. E(NG)I-2010/PM-4/3, dated 10.11.2015 (Estt Rule 217/2015).			
Essential qualification	Short Hand knowing (Hindi / English)			
Last Date of receipt of applications at PCPO's office	06.09.2024			

N.B.:

1. The candidates may be advised to submit their application in prescribed format (Enclosed) through proper channel.
2. Departments/ Division are advised to verify and confirm the educational qualification, knowing shorthand, if any certificate is available, must be enclosed and **forward only eligible application(s)**, strictly adhere to the above notification, with consolidated statement so as to received at this office on or before **06.09.2024**.
3. Candidature of candidates will be rejected if found ineligible in any stage of selection process.
4. After cut-off date no application will be entertained.
5. The provisional list of eligible candidates will be published after verification of records, entries on application etc.
6. Wide publicity among eligible and willing staff may be given

Digitally Signed by RANJAN
KUMAR RUKHAIYAR
Date: 08-08-2024 10:58:11
Reason: Approved

(Ranjan Kumar Rukhaiyar)
Assistant Personnel Officer (Bills/HQ)
for Chief Personnel Officer (IR)

Copy forwarded for further information and necessary action please.

1. All PHODs/CHODs, Secretary to GM, DGM(G), Sr.PRO/SECR.
2. Chairman/RRB/BSP, Chairman/RRC, Dy.CPO(Con)/BSP.
3. AWPO/WRS/R, APO/MIB/NGP, APO/GSD/R.
4. GS/SECRMC, GS/SECRPOA, GS/AISCSTEABSP.
5. ZP/SECROBCEA/BSP.
6. Notice Board.

for Chief Personnel Officer (IR)

File No. SEC R-HQ0PERS(NGCV10/2024) O/o SPO/HQ/SEC R
PROFORMA

Application for the post of Jr. Stenographer, Level-4, against 25% General
 Selection Quota:-

S. No	Particulars	Details
1	Name (Block Letters)	
2	Father's Name	
3	Applied for the post of Jr Stenographer, Level-4 (Tick in Box)	Hindi () / English ()
4	Date of Birth	
5	Date of appointment	
6	Initial Appointment post & Level	
7	Designation (i) Substantive (ii) Officiating	
8	Pay Scale (i) Substantive Grade (ii) Officiating Grade	
9	Date of Prom in present Grade	
10	Working Office	
11	Division/ unit	
12	Lien	
13	Community	
14	P.F. No/ NPS No	
15	Knowing Stenography (attached certificate, if any) (Tick in box)	Yes () / No ()
16	Educational Qualification	
17	Experience	
18	Computer Knowledge, if any	
19	Mobile No	
20	Email ID	
21	Remarks, if any	
22	Whether PwBD (mentioned category in terms of para 2.2 of Estt Rule No-168/2022) (copy enclosed)	Yes or No..... Mentioned Category- a, b, c, d

Date:

Place:

Signature of Candidate

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

Signature and Designation
of the Controlling Officer