

NORTHERN RAILWAY

No: 754-E/1/Steno/25% Genl Sel./UMB/P-3/Pt-V
Dated: 03.09.2024

Divisional Office
Ambala Cantt.

Category G
Ambala Division

Sub: Selection for the post of Stenographer in PB-I Rs. 5200-20200 GP 2400/ level 4 against 25% General Selection Quota from serving Group C Employees Knowing short hand.

It has been decided to conduct a selection for the post of Stenographer Grade-III in PB-I Rs. 5200-20200 GP 2400 (7th CPC Level 4) for filling up 04 vacancies (UR=03, SC= Nil, ST= 01) against 25% General Selection Quota. Out of 04 vacancies, 01 vacancy reserved for PwBD is defined as under in terms of Railway Boards letter no. E(NG)II/2012/RC-2/1/Policy dated 27.02.2019.

PwBD categories for the post of Junior Stenographer			
VI	HI	LD	OD
B, LV	D, HH	OA, OL, BL, OAL, DW, AAV	NO

Accordingly, applications as per Performa enclosed (**Annexure A**) duly forwarded by the Sr. Subordinate In charge are invited from willing and eligible staff working in PB-I Rs. 5200-20200 + 1800,1900,2000 GP in all departments (Except RPF & Accounts) working/lien over this division having knowledge shorthand in Hindi/English.

Eligibility:

1. The applicant working in regular post/ service as on date of notification in PB-1 Rs. 5200-20200 + 1800, 1900 & 2000 GP in any deptt of UMB Divn and acquired knowledge of shorthand either in English or Hindi (with minimum service i.e 2 years)
2. After passing the written test they are require to pass the shorthand test with the following speed either in English/Hindi.

A. Procedure for written examination:-

1. The selection will consist of Written Test followed by perusal of Service Record and in terms of Railway Board letter No. E(NG)I/2018/PM1/4 dated 14.12.2018 followed by subsequently clarification issued vide Railway Board letter dated 04.06.2019, 01.08.2019, 21.08.2019 and 09.09.2019, the written examination consists of 100% objective Type Multiple choice questions to be tested by the Competent Authority.
2. In terms of instructions contained in Railway Board letter No. E(NG)I/2018/PM 1/4 dated 14.11.2019 (RRB No. 194/2019), There shall be negative marking @ 1/3 mark for a wrong answer for all selection including LDCE where panel is arranged in the order of merit from those qualified.
3. There shall be questions in official language policy & Rules up to 10% of marks. However, it is not mandatory to attend the same.

Contd to 2....



4. The answer is to be marked on OMR answer sheets and the OMR answer sheet will be evaluated manually.
5. There will be 110 questions of objective multiple choice types with four answer options and the candidate has to answer a maximum of 100 questions. In case the candidate answers more than 100 questions, first 100 attempted questions are to be taken for evaluation. Cutting, Overwriting, erasing or alteration of any type in answer will not be accepted and zero marks will be given for answer having correction/overwriting.
6. The written examination will be of 02 (Two) hours duration.
7. Only those candidates who secure the prescribed percentage of qualifying marks in the written test as per rules will be subjected to scrutiny of Record of Service.
8. The staff those securing less than 60% in the aggregate will not be considered eligible for inclusion in the panel. The selection shall be based entirely on merit with reference to marks obtained by the candidates in the written examination subject to the following relaxation for SC/ST employees.

For UR Candidates	60% and above in aggregate	Overall aggregate both written test and record of service
For SC/ST Candidates	50% and above in aggregate	

9. The employee who satisfies the prescribed conditions of eligibility including submission of applications by closing date will be given alert notice to appear the written examination.
10. NO supplementary written test will be held for the above said selection
11. The date, venue and time of examination will be uploaded on the website of Personnel Branch, UMB Division. The staff must regularly check the website for updates regarding the same and it will be the responsibility of the candidate to regularly check the website. The candidates may access the website on the address.
https://nr.indianrailways.gov.in/view_section.jsp?lang=0&id=0,5,319,697,1669 or
<https://shorturl.at/4yVrv>

Applicants must enclose attested copies of all the certificates i.e Educational Qualification, Community certificate and other relevant certificates. The syllabus of the said selection/written test is also enclosed as per Annexure B.

B. Stenography Skill Test (P.S. No. 14474/2015)

For Rajbhasha/Hindi Stenographers:

Speed	Duration	Transcription Time
80 WPM	10Minutes	65 Minutes

For English Stenographers:

Speed	Duration	Transcription Time
80 WPM	10Minutes	50 Minutes

Contd to 3....


04/09/24

The applications on prescribed proforma appended as Annexure-'A' may be submitted by the staff concerned to their respective Sr. Subordinate/In-charge who will personally check and verify all the particulars of applicants from their office records and post their signature with date therein as a token of their having done so. One copy of each applications received by the concerned Sr. Subordinate In-Charge should be sent to Sr. Divisional Personnel Officer, N. Rly., DRM Office, Ambala Cantt retaining the one other copy of application as the office record for future reference. It is personal responsibility of the Sr. Subordinate In-Charge to send the applications of the staff fulfilling conditions of eligibility as on 03.09.2024 to this office on or before 30.09.2024 and a soft copy in Excel Sheet to the email ID personnelbranch.ambala@gmail.com also. At the time of data entry in Excel Sheet, date should be in DD.MM.YYYY format only. [Please do not use bar (/), hyphen (-)].


64/09/24
For Sr. Divl. Personnel Officer,
N.Rly. AmbalaCantt.

Copy to :

1. SSE/IT/EDP Center – To please upload this letter on the website of Personnel Branch/UMB Division

ANNEXURE – A**Last date of receipt of application: - 30.09.2024**

Application for selection for the post Stenographer Grade-III Level-4 (GP 2400) against 25% General Selection Quota from serving Group C Employees Knowing short hand.		Latest photograph (attested by the controlling supervisor)			
Ref:- DPO/UMB letter No. 754-E/1/Steno/25% Genl Sel./UMB/P-3/Pt-V dt. 03.09.2027					
1.	Name (with full initial in block letters)				
2.	Father's Name / Husband's Name				
3.	Present Designation/Station				
4.	Pay Band and Grade Pay (Except the grade in MACP)				
5.	Working Under / Lien Maintained in (in case of working on deputation in const/RE or other organization)				
6.	Date of Birth				
7.	Date of appointment				
	Design at the time of initial appointment				
	Date of change of category if appointed in other category other than the eligible category.				
8.	Total Length of service				
9.	Nature of Appointment/Substitute or otherwise				
10.	Education qualification/ Technical Qualification				
11.	Contact no./e-mail id				
12.	Whether SC/ST (certificate attached)				
13.	Award/Punishment if any. (Copy must be enclosed)		2022	2023	2024
		Award			
		Punishment			

It is certified that the details mentioned herein above are true and correct if any of the above information is found false/ wrong, I shall be responsible for the same.

Signature of employee

Date.....

Application of the above named employee who is working in this office as in Scale Level..... on regular/MACP is being forwarded in duplicate for further necessary action.

Signature of the controlling supervisor
Design/Station (with stamp)

Date.....

ANNEXURE – B

**Syllabus for the selection/ written test for the post of Stenographer Grade-III Level-4 against 25%
General Quota**

1	Usage of English- General English, correct the sentences, use of common words etc.
2	General Knowledge about Railways and current affairs.
3	Rajbhasha – Hindi Rajbhasha Rules 1976 and its applicability on Railways
4	Knowledge of departmental Rules:
a	Office Procedure.
b	Dak handling and e-office.
c	Maintenance of Files.
d	Record keeping.
e	Leave Rules admissible to Railway Employees.
f	Pass rules and Passes admissible to railway employees.
g	Organisation of Indian Railways.
h	D&AR Rules
i	Pay Scale
5	Welfare activities in Railways.