

CENTRAL RAILWAY		Headquarters Office, Personnel Branch, CSMT, Mumbai-400001
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No: P/CR/HQ/EP/209/9/Steno-III Notification/ 25% DRQ

Date : 29.04.2024

**NOTIFICATION**

**CAO(C), PCE, PCME, PCOM, PCCM, PCEE, PCSTE, CCM, CCO, CCM (PRS),  
AGM, SDGM, PCMD, CSC (RPF), CPRO, SR.EDPM, DGM (RAJBHASHA),  
DRM BB  
SR. S&AO, DY. CAO (C&P), CWM PR, MTN, (S&T) BY, CEE (C), CSTE (C),  
DY. CE (C) DR, DY. CEE(C) DR, MRVC-CCG, RCT- Mumbai, RRB-BCT.**

**Sub:** Formation of Panel for the post of Jr. Stenographer,PML-4 in Headquarters

Offices against 25% General selection from serving Group C employees in

PML-1 & above with the knowledge of Shorthand.

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It is proposed to form a panel for promotion to the post of Jr. Stenographer, M/Level-4 against 25% quota by General selection from serving Gr. 'C' employees working in HQ Offices and offices located in Mumbai region i.e Mumbai Division , CWM PR, MTN, (S&T) BY in M/Level-1, M/Level-2, M/Level-3 with the knowledge of Shorthand.

Assessment of vacancies is as under:

Sr. No.	Name of Pool	Deptt. Quota 25% (Deptt. quota filled by General selection from serving Group 'C' in Level-1 & above with knowledge of shorthand)				
		UR	SC	ST	TOTAL	PwBD
1	GM	3	0	1	4	1
2	MECH	3	0	1	4	1
3	ELECT	2	0	1	3	1
4	OPTG	2	1	0	3	1
5	ENGG	1	0	1	2	1
<b>Total</b>		<b>11</b>	<b>1</b>	<b>4</b>	<b>16</b>	<b>5</b>

GEN	SC	ST	TOTAL	PwBD
11	1	4	16	5

PwBD is not shown separately but included in the total vacancies in terms of Railway Board letter No. E(NG)I/2019/PM-4/8 dated 01.07.2022.

In terms of Railway Board's letter No. E(NG)I-2010/PM1//16 dated 10.09.2014, wherever the vacancies remain unfilled in Promotion Quota, the same may be carried forward to LDCE/GDCE, if any, and unfilled vacancies of LDCE/GDCE may be carried forward to

direct recruitment quota (RRB) to the next selection/next year. In case there is no LDCE/GDCE for that post, the unfilled vacancies may be diverted to direct recruitment quota (RRB) of the upcoming year.

**Therefore, the above vacancies might be varied due to adding of any unfilled vacancies of 25% Departmental Quota notified by this office vide notification dated 05.04.2024.**

### **Eligibility**

Serving Gr. 'C' employees working in M/Level-1 (GP 1800), M/Level-2 (GP 1900) & M/Level-3 (GP 2000) Technical/Non-Technical staff of all departments of Headquarters and units of Mumbai Region, i.e. Mumbai Division/CWM MTN / PR and S & T Workshop BY except RPF and Accounts Deptt, having the minimum qualification of SSC and knowing shorthand with minimum two years continuous service as on the date of notification i.e.29.04.2024.

The eligible candidates will have to qualify the following tests:

### **Written Test**

Question paper for the written test will be 100% Objective Type. In terms of Railway Board Letter No. Hindi-81/OL-14/12 dated 14.01.1982, 10 optional questions will be pertaining to Rajbhasha (Total 110 questions will be set for 2 hours). All the questions will be of multiple choices only. Examination will be conducted on OMR sheets.

In terms Railway Boards RBE No. 196/2018 dated 14.12.2018 and 194/2019 dated 14.11.2019, the following points are to be noted.

- I. Cutting, overwriting, erasing or alteration of any type in the answer will not be accepted.
- II. To ensure the authenticity of the answer, cutting, overwriting, erasing or alteration of any type in answer will not be accepted. Zero marks will be given for answer having correction/overwriting.
- III. There will be negative marking @1/3 mark for a wrong answer for selection (As per RBE No.194/2019 dated 14.11.2019).
- IV. One third of the marks allotted for each question will be deducted for wrong answers.

### **SKILL TEST**

Those who qualify in the written test will have to undergo shorthand test as detailed below: (RBE No. 141/2015 & RBE No. 142/2015)

- i) **English** :- Candidates will be given dictation (English) at 80 w.p.m. for 10 minutes and they are required to transcribe the same in 50 minutes on computer.

**Hindi** :- Speed Test of 80 words Per Minute for 10 Minutes with the Transcription time of 65 minutes.

- ii) Total marks allotted for shorthand test comprising dictation and transcription of the same will be 200 out of which general community candidates should secure at least 110 marks

and SC/ST candidates should secure at least 90 marks for passing.  
 iii For each major mistake, one mark will be deducted and for partial mistake, half mark will ) be deducted. Maximum number of mistakes (both full/major or Half/Minor added together) permitted are limited to 10% of the total words dictated. Incumbent committing more than 10% mistake will be treated as failed.

**Viva-Voce:-**

Viva-Voce will be conducted of the candidates who qualify Shorthand/Stenographer test. The selection will be on basis of written test, Stenography & Viva-Voce marks.

**Qualifying Medical Category**

The candidates selected for the post must be fit in Cee-One classification.

The Tentative schedule for the selection is as under:

1	Date of Issue of Notification	29.04.2024
2.	Date to open PRONNATI window	02.05.2024
3	Last date to apply by the employee	24.05.2024
4	Last date to forward the application by respective units to their Bill preparing Unit.	30.05.2024
5	Last date to forward the application after verification by Bill preparing Unit to HQ's office.	06.06.2024
6	Date of issue of Eligibility list.	13.06.2024
7	Tentative Date of Written test	28.06.2024

**MODE OF APPLICATION**

Willing candidates fulfilling the above conditions may submit their applications on-line through Railnet site 10.31.3.3/pronnati link.

**D) HOW TO APPLY**

The eligible staff should submit their application through **ONLINE MODE** only for which

following steps should be followed.

- 1 Visit the Railnet site 10.31.3.3 link and then Click onto **PRONNATI**.
- 2 Go through the **NOTIFICATION**
- 3 Click on **REGISTER**. Select Exam Code: **Personnel/Admn/Stenographer Sel /Steno-III,ML-4/2024**
- 4 Fill up **PF No as User ID**, Your Mobile no and Registered Email and **Submit**
- 5 You will get a default **Password** generated and display as 12345, immediately on another screen will show for change of password.

6 Now go to **Home Page** and select **APPLY/LOGIN**

7 Again use your **PF No. as User ID** and **Password** which you have received on computer screen (i.e. 12345).

8 Fill up the Application form with utmost care and after completing all the fields, click on **Submit** tab. ( Before logout it should be conformed that it is clicked on Submit tab)

9 Take a print out and keep it for your record.

This will complete the submission of application for the candidate.

## **II) HOW TO FORWARD APPLICATION:-**

For login, **each division/workshop/ Construction Unit** In-charge will obtain User ID and password from **APO(Admn.)**. After login **division/workshop/Construction Unit In-charge** can view the details of applicants working under his control. To forward the application, just Click on **FORWARD** of each of the application. On Last date of submission of application by the candidate, respective **division/workshop/ Construction Unit Incharge** can get a summary of the applications which he has forwarded. He should take a print and keep it for the record with the signature of the Establishment In-charge.

## **III) HOW TO VERIFY THE APPLICATIONS**

For login, Office Superintendent of the divisional personnel deptt / workshop / Construction unit with whom Service Registers are maintained will obtain User ID and password from APO(are maintained in that office. After verifying Service Particulars of each employee from Service Record, OS can change it in Edit application, if any deviation. He should put sign } in the box if he made Admn). After login, OS can View as well as Edit the details of all applicants whose Service Registers any change in the particulars filled by the applicant and same remarks should add in the remarks column. After verification to forward the application just Click on FORWARD BUTTON of each of the application

## **IV) HOW TO VALIDATE THE APPLICATIONS**

For login, APO/Head of the Construction Unit with whom Service Registers are maintained will obtain User ID and password **from APO(Admn)**. After login APO/Head of the Construction can view all applications whose Service Registers are maintained in that office and verified by his Office Superintendent. As per the Eligibility conditions for the selection for the post APO/Head of the Construction Unit will valid or invalid the application by clicking on the **Valid/Invalid**. Then all the applications will be automatically forwarded to Headquarter for further scrutiny. On Last date of submission of application in Headquarter, Divisional Personnel Deptt / Workshop / Construction unit can get a summary of the applications he has forwarded. He should take a print and keep it for his record.

For any queries regarding login/forwarding/Editing/Validating application please contact on Mobile No.- 9029538400 Ch. OS (Admn) & 8873579349 Welfare Inspector (Admn).

After receipt of applications through online mode of all the volunteers, appearing for the selection, will be further scrutinized at Headquarters' level and the list of eligible volunteers will be published later.

The final eligibility list will also be notified on RAILNET site 10.31.3.3 on **13.06.2024**.

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

To ensure that the eligible staff avail the opportunity for appearing for selection, wide publicity should be given. Supervisor / In-charge should bring to the notice of the staff working under them about this selection.

As per para 1 of PCPO's letter No.P/CR/HQ/RP/601-policy dated 05.08.2022, "Person belonging to reserved communities, who are appointed against selection on merit and not owing to reservation, will occupy the unreserved points and they should not be shown against reserved points".

The selection will be on the basis of Written Test, Stenography Test & Viva-Voce marks.

No supplementary written test will be conducted. Question Bank only for guidance will be circulated along with the eligibility list.

In case of their selection, the candidates will not be allowed to go back to their parent cadre and will have avenue of promotion only in the Stenographer cadre.

If any candidate is subsequently found ineligible for the above selection at any state, his/her candidature will be rejected without assigning any reasons.

This may be treated as advance notice for preparation for written test.

The syllabus for selection is enclosed herewith as annexure 'A'.

DA: Syllabus

Digitally Signed by Manohar  
Mali

Date: 26-04-2024 11:38:38

Reason: Approved

**(Manohar K Mali)**  
**APO (Admin)**  
**-/CPO (Admn)**

**Syllabus for Selection for the post of Jr. Stenographer (25 % General Selection quota), M/Level-4**

- 1) Grammar of 10<sup>th</sup> Standard Level, Gender, Punctuation, singular, plural, Articles, Tense, Speech, Change of voice, Make a sentence. Translation from Hindi to English and English to Hindi
- 2) Knowledge of DO letter/Letter writing, Applications Different forms of Correspondence- Circular, Memorandum, Endorsement, Notification, Resolution, Press Communiqué Note, Advertisement and Notice.
- 3) Office procedure-Receipts & dispatch of letters & files, docketing Noting, drafting
- 4) General Office work, Maintenance of file, maintenance of Annual Confidential reports (APARs).
- 5) Organizational structure of Railways.
- 6) Abbreviations (Railway related & General)
- 7) Railway Servants (Discipline and Appeal) Rules, 1968. Minor and Major penalty
- 8) Railway Service (Conduct) Rules. 1966.
- 9) Pay and allowances.
- 10) SBF
- 11) Pass rules.
- 12) Leave Rules.
- 13) Settlement & Railway pension rules
- 14) General Conditions of services.
- 15) Hours of employment Regulations
- 16) RTI Act, 2005.
- 17) Labour Laws.
- 18) The Official Languages Act, 1963 and Official Rules and Policy,
- 19) Monitoring and Disposal of VIP references from Ministers, MPs, MLAs, CA-III etc
- 20) Grievance handling Machinery and Redressal of Grievances
- 21) Welfare activities in Railways.
- 22) Establishment & Finance-Leave Rule, Joining Time, Pass Rule, Provision of Laptop, Briefcase Allowance, Cash Imprest, Composite Transfer Grant, Allowances- Travelling Allowance, Transport Allowance and Additional Post Allowance.
- 23) Parliament Questions-procedure for starred and Un-starred questions.
- 24) File Management System –Level of disposal & channel of submission, noting, Referencing, linking of files, file numbering systems, record retention schedule.
- 25) Data Management System-Receipt, acknowledgement, registration and distribution, Types of classified papers, Procedure to handle confidential and secret letter.
- 26) Knowledge of various Modules such as : HRMS, E-Office, UMID, IPAS.
- 27) General Science & upto 10th Standard level
- 28) General Awareness- Railways and outside & Current Affairs
- 29) General Mathematics (upto 10th Standard level)