Notification

CENTRAL RAILWAY		Headquarters Office, Personnel Branch, CSMT, Mumbai-400001

No: CR-HQ0PERS/22/2024-O/o DYCPOHRD/HQ/CR   Date : 05.04.2024

CAO(C), PCE, PCME, PCOM, PCCM, PCEE, PCSTE, CCM, CCO, CCM (PRS), AGM, SDGM, PCMD, CPRO, SR.EDPM, DGM (RAJBHASHA), 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% Departmental quota of Shorthand knowing Clerks/Typists.**

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It is proposed to form a panel for the post of Jr. Stenographer, M/Level-4 against 25% Departmental quota amongst the Shorthand knowing Clerks/Typists working in HQ's office.

The pool-wise assessment of vacancies are as under:

Name of Pool	Deptt. Quota 25% (Deptt. quota filled by selection of shorthand knowing Clerks/Typists working in HQ's office)				
	UR	SC	ST	TOTAL	PwBD
GM Pool	3	1	0	4	1
Mech Pool	5	1	0	6	1
Elect Pool	3	0	0	3	1
Optg Pool	3	0	0	3	1
Engg Pool	2	0	1	3	1
Total	16	2	1	19	5

The Assessment of vacancies is as under:

GEN	SC	ST	TOTAL	PwBD
16	**2**	**1**	**19**	**5**

PwBD is not shown separately but included in the total vacancies.

Application are invited from serving Jr. Clerk/Typists, M/Level-2 of all department of Headquarters Offices knowing shorthand with minimum two years continuous service as on the date of notification & proficiency in Typing & shorthand.

The eligible candidates will have to qualify the following tests:

a. Written Test comprising General awareness and Language Test in English. The question paper will be 100% Objective Type. 10 Optional questions 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. As per RBE No.196/2018 dated 14.12.2018, the following points are to be noted;

b. Cutting, overwriting, erasing or alteration of any type in the answer will not be accepted.

c. Zero mark will be given for answer having correction/overwriting.

d. There shall be no negative marking for incorrect answer (As per RBE No.194/2019 dated 14.11.2019).

e. Those who qualify in the written test will have to undergo shorthand test as detailed below:-

f. Candidates will be given dictation in English at 80 w.p.m. for 10 minutes and they are required to transcribe the same in 50 minutes on computer.

g. 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.

h. 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.

i) 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.

Willing candidates fulfilling the above conditions may submit their on-line applications in the prescribed proforma along-with educational qualification & Stenography certificates. Their applications should be forwarded through proper channel to Headquarters APO (ADMN) PCPO Office, Central Railway, Mumbai CSMT.

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

The schedule of above selection is as under:

1	Date of Issue of Notification	05.04.2024
2.	Date to open PRONNATI window	08.04.2024
3	Last date to apply by the employee	29.04.2024
4	Last date to forward the application by respective units to their Bill preparing Unit.	02.05.2024
5	Last date to forward the application after verification by Bill preparing Unit to HQ's office.	13.05.2024
6	Date of issue of Eligibility list.	20.05.2024
7	Tentative Date of Written test	11.06.2024

MODE OF APPLICATION

(I)   HOW TO APPLY

1   The eligible staff should submit their application through **ONLINE MODE** only for which following steps should be followed.

2   Visit the **Railnet site 10.31.3.98/pronnati** link and then Click onto **PRONNATI**

3   Go through the NOTIFICATION.

4   Click on REGISTER. Select Exam Code: **Personnel/Gen/Admn/Sel/Jr. Steno.PML- 4/2024**

5   Fill up PF No as User ID, Your Mobile no and Registered Email and Submit. 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 tap)

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 HQ Unit In-charge will obtain User ID and password from APO (Admn.). After login HQ 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 HQ Unit In-charge 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 HQ Unit with whom Service Registers are maintained will obtain User ID and password from APO (Admn). After login, OS can View as well as Edit the details of all applicants whose Service Registers 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 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 HQ Unit concerned with whom the Service Registers are maintained, will obtain User ID and password from APO(Admn). After login APO/Head of the unit 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 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 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.**8873579349**- S&WI (Admn) & **8452910659** Sr.Clerk (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 10.31.3.98/pronnati on **20.05.2024**.

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".

In terms of Railway Board's letter No. E(NG)I-2010/PM1/16 dated 10.9.2014, the vacancies if any, that remain unfilled against the above quota, will be carried forward to fill up the vacancies against 25% Department quota from serving Group 'C' employees in Level 1, Level 2 & Level 3 as per 7th PC with the knowledge of Shorthand. Further, unfilled vacancies if any, will be carried forward to direct recruitment quota of next year.

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

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

Question Bank only for guidance will be circulated along with the eligibility list.

DA: Syllabus

Digitally Signed by Manohar Mali
(Manohar K Mali)
Date: 05-04-2024 17:35:41
APO (Admin)
Reason: Approved
-PCPO

1995434/2024/O/o CPOA/HQ/CR

<u>Syllabus for Selection for the post of Jr. Stenographer Clerk/Typist</u>
<u>(25 % Deptt quota), M/Level-4</u>

1) Grammar of Matriculation level, Gender, Punctuation, singular, plural, Articles, Tense, Speech, Change of voice, Make a sentence.

2) Knowledge of DO letter/Letter writing, Applications Different forms of Correspondence- Official Letters, Circular, Memorandum, Endorsement, Notification, Resolution, Press Communiqué Note, Advertisement and Notice

3) Noting, drafting

4) General Office work, Maintenance of file. Maintenance of Annual Confidential reports.

5) Organization structure of Railways.

6) Office procedure-Receipts & dispatch of letters & files, docketing.

7) Abbreviations (Railway related & General)

8) Railway Servants (Discipline and Appeal) Rules, 1968. Minor and Major penalty under the Railway Servants (Discipline & Appeal) Rules, 1968.

9) Railway Service (Conduct) Rules. 1966.

10) Pay and allowances.

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) Rajbhasha Act, Rules and Policy, information regarding Official Language.

19) Monitoring and Disposal of VIP references from Ministers, MPs, MLAs 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.Translation from Hindi to English and English to Hindi.