

**ALL CONCERNED
SOLAPUR DIVISION.****NOTIFICATION**

Sub: Formation of panel for filling up the post of Jr. Stenographer, Level-4 in Solapur Division against 25% General Selection Quota.

It is proposed for filling up of 02 (Two) posts of Jr. Stenographer in Pay Matrix Level-4 against 25% General Selection Quota.

The break-up of vacancies is as under:-

UR	SC	ST	Total	PwBD
02	00	00	02	01(VI,HI,LD)

1. Eligibility:-

- Serving regular Group "C" employees (including erstwhile Group-D in Level-1 i.e., GP1800/-) who are working in level below Level-4 of 7th CPC in SUR division or on deputation basis, but whose lien is maintained in Solapur.
- The candidate should have completed two years regular service as on the date of notification.
- The employee must know shorthand.

2. Mode of Selection:-

The selection shall consist of three parts.

A) OMR Based Written Test:- This test shall be held for two subject i.e. Comprising General awareness and Language Test in English or Hindi. The question paper will be 100% Objective Type. All the questions will be of multiple choices only. Examination will be conducted on OMR Sheets.

Part	Subject	No. of questions	Questions (from-to)	Total	Time duration
I	General Awareness	50	1 to 50	50	120 Minutes
II	English Language (For English Stenographer)	50	51 to 100	50	
	Hindi Language (For Hindi Stenographer)				

*10 Optional questions pertaining to Rajbhasha (Total 110 questions will be set for 02 hours)

- Cutting, overwriting, erasing or alteration of any type in the answer Will not be accepted.
- Zero mark will be given for answer having correction/overwriting.
- There shall be negative marking for incorrect answer. 1/3rd (One third) of marks will be deducted for wrong answers.
- The question paper will be in Bi-lingual i.e. Hindi and English
- Blue color ball pen is to be used in exam.
- There will be no supplementary examination.

B) Stenography/skill Test:-

Stenography Skill test will be conducted on Personnel computer as advised.

- i. **English:-** Speed test of 80 words per minute for 10 minutes duration with Transcription time of 50 minutes.
- ii. **Hindi:-** Speed test of 80 words per minute for 10 minutes duration with Transcription time of 65 minutes.
- iii. The following procedure will be adopted with regard to deduction of marks for mistakes in the shorthand test:-
 - a) Each full or major mistake would result in deduction of one mark. Similarly each half/partial mistake would lead to deduction of half a mark.
 - b) Maximum numbers of mistakes (both major and minor) added together, permitted are limited to 10% of the total words dictated.
It would mean that a candidate who commits more than 10% mistakes will be treated as FAILED.(RBE No.141/15 and 142/2015).

C) Viva-Voce- Vivo-voce is to be conducted in terms of RBE No. 154/2005 for those who have qualified in written examination and speed test.

3. Record of Service:- Record of Service will be assessed based on entries Book/Personal file regarding academic/technical qualifications, awards/punishment etc. (RBE No. 137/06, 60/06 , 35/06)

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 hence the relaxation in the qualifying marks for candidates belongs to SC/ST community is applicable as per extent rule.

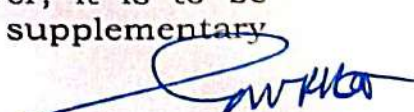
The final panel shall be drawn up in order of merit amongst the qualified candidates on aggregate marks of "Professional ability" and "Record of Service" even though the candidates from different departments panel is required to be drawn in the order of their Merit amongst the qualified staff as per extent codal provisions and rules. There will be classification of "Outstanding". Respective weight age of marks of professional ability (written test) and record of service will be as per extant rules.

4. Syllabus:-

(A) For English Stenographer:- General Awareness, Language Test in English and Rajbhasha (10 Marks) which will be optional.

(B)For Hindi Stenographer:- General Awareness, Language Test in Hindi and Rajbhasha (10 Marks) which will be optional.

5. Date of Examination and Venue:- The date, venue and time of examination will be intimated in due course. However, it is to be advised to the volunteering staff that there will be no supplementary examination for the absentees being.



6. Last Date of Submission of Application:-

The willing employees having fulfilled the eligibility criteria may send their application as per enclosed proforma (Annexure-B) along with self-attested photocopy of educational qualification, caste certificate, disability certificate (if any) and other necessary documents to their controlling officers by **13.11.2024**. Concerned controlling officer should duly check & verify all columns of the applications affixing his signature with stamp and sent all the applications in a bunch along with testimonial to **Sr. DPO's Office on or before 19.11.2024** positively. Application will not be directly received in this office. After the **19.11.2024 (last date)**, no application will be entertained. Staff working in Construction/Project/ Ex. Cadre organization/units etc. and maintain lien in Solapur Division should submit their application within a time. Their eligibility will be determined with reference to condition laid down, position in parent Cadre.

7. NOTIFYING TO THE STAFF:

Wide publicity of this notification should be given amongst the all eligible staff. A copy of notification should be displayed on a notice board at a conspicuous place. Staff who is on deputation/leave/sick should also be notified to enable them to submit their applications in time. It should be the responsibility of senior Subordinate/Supervisor to complete the formality in this respect. It is further advised that any other communication received in respect of the selection from time to time should invariably be intimated to all the eligible employees.


8. GENERAL INSTRUCTIONS:

At Any stage of selection, if any applicant candidature is found to be defective/ineligible or not as per extant rules, his candidature will be rejected without assigning any notice/reason thereof. Thus mere calling or being eligible provisionally for the selection does not confers them for such promotion. The administration also reserve the right to cancel the notification/notified vacancies at its discretion, if any discrepancies are found at any stage and such decision will be final and binding on all.

The controlling staff officers should give wide circulation of this notification to all concerned and invite application form all the willing and eligible staff including those on leave/training/deputation having lien in Solapur Division.

The notification also available on Rail Net website <http://cr.indianrailways.gov.in> Link of the Home page: Dept./Div of Central Railway → Solapur → Personnel Notifications.

DA: - As above.


(G.S.V. Padmarao)
Assistant Personnel Officer,
For DRM (P) Solapur.

- C/- 1) DRM, ADRM: - for information please.
2) All Branch Officer, Solapur Division:- for information & n/a pl.
3) All Depot/Office/Unit/Incharge, Solapur Division:- for information & Necessary action pl
4) S&WI, Solapur Division:- Wide publicity please.
5) Ch.OS (P) Con:- for information and necessary action please.

Annexure 'A'**Application for Selection to the Post of Jr. Stenographer, Level-4 against 25% General Selection Quota.**

Ref:- Notification No. SUR/P/Admin/Jr. Steno/25% General Selection quota/Notification Dated 21/10/2024.

Past Passport
Size Photo.
Attested by
the
controlling
officer

PROFORMA

1.	Name of full (Block letters)	:	
2.	Father/Husband's Name	:	
3.	Date of Birth	:	
4.	Date of appointment	:	
5.	PF No./HRMS ID	:	
6.	Present Designation	:	
7.	Department	:	
8.	Basic Pay & Level	:	
9.	Office/Station/unit in which working	:	
10.	Grade in which appointment	:	
11.	Date of Promotion to present grade	:	
12.	Educational Qualification(attested copies of certificate to be enclosed)	:	
13.	Shorthand skills (attested copies of certificate to be enclosed) 1)Hindi or 2)English	:	
14.	If come on transfer from other unit/dept/Divn/Rly. Either on own request/mutual basis, date of transfer to the present unit/department and other details	:	
15.	Whether SC/ST	:	
16.	Whether candidate belong to PwBD with category 'a' if yes, attested copies of certificate issued by the competent authority to be enclosed.	:	
17.	Mobile Number	:	

I hereby declare that the information furnished above are true and correct to the best of my knowledge and belief. I understand that in the event of particulars or information given herein being found false or incorrect, I am liable to be taken up under DAR, apart from my application being rejected.

Date:
Place:

Signature of the applicant
Designation
Station

Signature of supervisory Official forwarding the applicant

