

SOUTH WESTERN RAILWAY

No.B/P.563/Stenos/Contract basis

Personnel Department
Divisional Office
Bengaluru
date:17.12.2018

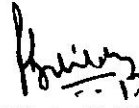
All Branch Officers
All Supervisory Officials/SBC Dn.

Sub: Engagement of Stenographers on Contract basis.

South Western Railway, Bengaluru Division is Engaging full time Stenographers on Contract Basis for a period of one year by way of selection from open market.

The Notification issued in this regard is enclosed herewith for information and wide publicity among all concerned.

Please note and notify all concerned.


(Raju.G.F)
DPO/SBC
Sr.DPO/SBC

SOUTH WESTERN RAILWAY
NOTIFICATION/SWR/SBC – STENOGRAPHER /Gr III

South Western Railway, Bengaluru Division proposes to engage full time stenographers on contract basis for a period of one-year by way of selection from open market .

1. Number of Vacancies:

: SC: 01, ST: 01, OBC: 01 & UR:03, Total : 06

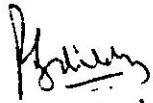
Number of vacancies mentioned above is only provisional and is subject to change.

2. Mode of selection/criteria:

- i) The candidates who have minimum qualification of 12th pass with not less than 50% marks in aggregate and who have the knowledge of stenography or certificate course in MS Office (i.e. MS-Word, MS-Excel, MS-Power point etc) are eligible to apply.
- ii) Age: 18 to 30 years with usual upper age relaxation for SC/ST nad OBC/PWDs as per extant rules.
- iii) The eligible applicants will be selected by subjecting them to skill test on Stenography/Computer base skill test on MS-Office (i.e. MS-Word, MS-Excel, MS-Power point etc) by a committee of JA grade Officers.
- iv) Candidates have to undergo medical examination (as applicable for direct recruitment for Stenographers) and will be considered for contract engagement only if they are found medically fit. Medical fitness will be examined by nominated Railway Hospitals.
- v) Representation of SC/ST and OBC categories as per vacancies reserved for them will be ensured as per extant guidelines in force.
- vi) The candidates recruited on contract basis will be designated as Stenographers/Gr.III in Level-4.

3. Terms and conditions:

- I. The contractual staff will be permitted off on Sundays and national Holidays. However they may be called for duty on any day including Sunday and National Holiday for which compensatory rest will be given later. In addition they may be granted two days leave for each completed month of engagement in Railways. The accumulated leave will lapse as soon as the contractual period is over and cannot be carried over to next contract (if any) .
- II. The contract may be terminated by either side by giving one month's notice. The performance monitoring of contractual appointees must be done on regular basis and those who are unable to discharge the duties or who fail to perform as per expectations of the administration, may be given 30 days notice and their contract terminated. However, in case of gross negligence/misconduct/irregularities, the engagement may be terminated with immediate effect.

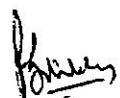

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- III. The engagement on contract basis will not confer any right to claim for regular absorption/extension in the Railways
- IV. Applicants working in GOVT/PSU will have to provide NOC at the time of application and resign from their present organization on their engagement.
- V. All Statutory requirements shall be complied with by Railways
- VI. It is a full time contract and remuneration will be on monthly basis as given under :
Consolidated pay Rs.21000/- for X class city
- VII. They will be paid daily allowance at the rate of Rs.500/- when on tour .

Applications from the eligible candidates are invited in the prescribed format duly enclosing the attested copies of certificates in support of their Educational qualification Stenography/Typewriting Knowledge etc. SC/ST candidates must also enclose a copy of their caste certificate . Applications complete in all respects along with the required enclosures should be sent by ordinary post to Sr.Divisional Personnel Officer , Bengaluru, So as to reach on or before 17.01.2019.

Encl :- As Above


(Raju.G.F)
DPO/SBC
Sr DPO/SBC

PROFORMA

APPLICATION FOR STENOGRAPHER IN LEVEL -4 OF PAY MATRIX,BENGALURU/SOUTH WESTERN RAILWAY.

1. Name :
2. Father's name :
3. Community :
(certificate to be enclosed)
4. Date of Birth :
5. Educational qualification :
(proof of educational qualification
to be attached by way attested
Certificates)
6. Technical Qualification :
 1. Typewriting/
Computer based skill test
(proof to be enclosed)
 2. Stenography
(proof to be enclosed)
7. Whether NOC enclosed if :
working in Govt/PSU

Date:

Signature of the Candidate