



दक्षिणपश्चिमरेलवे
वरिष्ठ मंडल कार्मिक अधिकारी का कार्यालय
मंडल कार्यालय
कार्मिक विभाग
मैसूरु मंडल

South Western Railway
Office of the Sr. Divisional Personnel Officer
Divisional Office
Personnel Department
Mysuru Division



संवाई / No.Y/P.608/IV/2/Vol.VII

dated 29.11.2022

**All Branch Officers of MYS Dn.,
All Supervisory officials of MYS Dn..**

Sub: Selection for the post of Jr.Stenographer in Level-04 of Pay Matrix in Mysuru Dn. against 25% General selection quota from serving Gr.C Employees of Mysore Division knowing Shorthand.

1. It is proposed to conduct a selection for the post of Jr.Stenographer in Level-04 from serving Gr.C employees belonging to SC/ ST reserved communities knowing Shorthand and Typing.
2. The total numbers of vacancies assessed for the above selection is as under:

UR	SC	ST	Total
Nil	01	01	02

3. All Group C employees in Level-01 (GP Rs.1800) and above but below level-04, borne on the seniority Unit of MYS Divn, Dy.CPO/O/MYSS, Dy.CMM/O/AP knowing shorthand and belonging to SC/ ST reserved communities only who have rendered a minimum of two years of regular service as on the date of notification are eligible to volunteer for the selection to the post of Jr. Stenographer in Level-4 of Pay Matrix (GP Rs.2400). They should submit their applications, duly forwarded in the enclosed proforma to their controlling officer/ Supervisory official on or before **19.12.2022**. Supervisory officials shall forward the applications received at their end in one bunch in a sealed cover duly certifying the correctness of the details furnished by the applicant therein so as to reach the undersigned by **26.12.2022**.
4. Those employees who are willing to volunteer for the above selection should put in minimum 02 years of regular service which is mandatory for the said selection. The 02 years service will be computed as on the date of issue of this notification.
5. The volunteers are required to submit attested copies of certificates in support of their Educational and Technical Qualifications (in support of typewriting/ stenographer) and community certificates for SC/ ST along with application.
6. The selection will consist of the following test.
 - (a) **Written test:** Written test will be designed in General Awareness and language test in English. The paper in English will be designed to test the candidate's knowledge of Grammar (including Punctuation) and Composition and generally his/her ability to write and understand correct and Idiomatic English and will include precise writing, simple drafting etc. In this test, there will be questions on General Awareness. The question paper will be 100% objective type with multiple choice questions for the written examination (RBE Nos.196/2018 & 97/2019).
 - (b) There shall be negative marking system for incorrect answers. One third of the marks allotted for each question will be deducted for wrong answers (RBE No.194/2019).
 - (c) There will be questions for 10% of the total marks on Official Language Policy and Rules, which may not be a compulsory to answer (Board's letter No.81/02-44/12 dated 14.01.1982).

Cont...2

-2-

(d) **Skill Test:** the following standards have been prescribed for Skill test.

Speed	Duration	Transcription time
80 words per minute	10 minutes	50 minutes for English Stenographer 65 minutes for Hindi Stenographer.

(e) **Viva-Voce Test:**

- There will be a viva-voce test in terms of Boards letter No.E(NG)I-2000/PM1/41 of 12.09.2005 to those who qualified both in the written test and professional test.
- The details of the marks allotted for the English Test and Skill Test and qualifying marks in terms of Railway Board's letter No.97-E(SCT)I/25/2 of 03.03.97 is as under:

Subject	Maximum Marks allotted	Qualifying Marks	
		General	SC/ST
English and General Awareness	100	40	30
Shorthand	200	110	90

- Stenography Skill Test will be conducted on Personal Computer as advised in RBE No.142/2015.
- The selected employees for the above post must be fit in C-1 medical classification. Those applicants who are not Fit in C-1 medical category will not be considered for the above selection.
- There is no relaxation for SC/ST candidates in the Stenography Speed Test over the above the permissible limit of 10% mistakes of total words dictated as per extant instructions of the Board.
- In case of their selection, they will not be allowed to revert back to their parent cadre and should further progress only in the Stenographer cadre. A declaration in writing to this effect may be obtained from them while forwarding the application.
- Eligible employees who are willing to be considered for the above selection may apply in the Proforma enclosed through their controlling officers duly enclosing the attested copies of certificates in support of their educational qualification, typewriting/shorthand knowledge etc. SC/ST employees must enclose a copy of their caste certificate along with the application.
- There will be no supplementary examination for the above selection.
- Incomplete applications and applications received after the due date will not be entertained
- The application must be sent through Branch Officers so as to reach this office not later than **26.12.2022**. Applications received after due date will not be considered.
- Only applications of employees who can be relieved in the event of their selection need to be forwarded to this office by the controlling officers.
- Employees selected for the post of Stenographers/Gr.III in Level 4 of Pay Matrix must be prepared to go on line and accompany Officers. If they not willing to go on line etc., they need not apply.
- This notification should be given wide publicity and employees who are on leave/sick list/deputation etc., should be notified of the selection.
- All the employees who volunteer the above post should be in readiness to appear for the written examination which will be conducted in due course of time.

Encl.: Proforma

Digitally Signed by

Mayaganna M G

M.G.MAYAGANNA

Date: 30-11-2022 16:51:30

मंडल कार्मिक अधिकारी/DPO/MYS

Reason: Approved

कृतेवरि.कार्मिक अधिकारी/मैसूर/for Sr.DPO/MYS

Copy to: CE/CN/BNC, MAQ, Dy.CE/ASK, Dy.CSTE/Proj/BNC,
Dy.CPO/MYSS, Dy.CMM/MYSS, DSC/RPF/MYS
All ADENs/MYS Dn, DEE/S/MYSS,
OS/Confidential Sec, All S&WIs/MYS, Notice Board,
BTC/MYS, Ch.OS/IPAS:- for placing the same on the facebook
DS/SWRMU/MYS, DS.AISC/STREA/MYS, AIOBCREA/MYS, Notice Board

APPLICATION FOR SELECTION TO THE POST OF JUNIOR STENOGRAPHER AGAINST 25% GENERAL SELECTION QUOTA - VOLUNTEERS FROM SERVING EMPLOYEES IN LEVEL – 01 to 03.

PROFORMA

1.	Name	:	
	PF. No.	:	
2.	Design/Station	:	
3.	Department	:	
4.	Level	:	
5.	Basic Pay	:	
6.	Date of Birth	:	
7.	Date of Appointment	:	
8.	Grade in which appointment	:	
9.	Date of promotion to present grade	:	
10.	Educational Qualification (Certificates to be enclosed)	:	
11.	Technical Qualification 1. Typewriting 2. Short hand	:	
12.	Whether belongs to SC/ST (Certificate to be enclosed)	:	
13.	Mobile Number		

Date:

Signature

Signature of supervisory Official forwarding the application :

Designation :

Station :

Date :