

SOUTH WESTERN RAILWAY

Divisional Office,
Personnel Department,
Mysuru - 570 001.

No.Y/P.563/Stenos/Contract Basis

Dated: 07.01.2019

NOTIFICATION NO.01/2019 (Stenographers on Contract basis)

Sub : Engagement of Stenographers on Contract basis

It is proposed to fill up the following post of Stenographers on contract basis for a period of One Year in Mysuru Division offices of South Western Railway

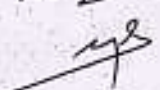
UR	OBC	SC	ST	Total
01	03	01	NIL	05

Eligibility Conditions:

1. Candidates who have a 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.)
2. Age: 18 to 30 years with usual upper age relaxation for SC/ST (relaxable upto 05 years) and OBC (relaxable upto 03 years)
3. The date for age calculation will be as on 07.01.2019.
4. Applications from the eligible candidates are invited in the prescribed proforma duly enclosing the attested copies of certificates in support of their educational qualification, Stenography/Technical qualification etc. SC/ST candidates must also enclose a copy of their caste certificates. Applications thus filled may be sent by ordinary post/registered post/courier to Divisional Personnel Officer, office of the Senior Divisional Personnel Officer, Mysuru Division, South Western Railway, Mysuru-570001.
5. The last date for receipt of applications in the Office of Senior Divisional Personnel Officer, Mysuru Division, South Western Railway, Mysuru-57000 is on 07.02.2019.
- 6.

Mode of Selection/Criteria:

1. The eligible applicants will be selected by subjecting them to skill test of Stenography/Computer Based Skill Test on MS-Office (i.e MS-Excel, MS-Power Point, MS-Word etc.) by a committee of J.A Grade Officers.
2. Representations of SC/ST and OBC categories as per vacancies reserved for them will be ensured as per extant guidelines in force.
3. Candidates will have to undergo CEY/ONE Medical Classification 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.
4. The candidates recruited on contract basis will be designated as stenographers.
5. The contractual staff will be permitted off on Sundays and National Holidays. However, they may be called for duty on any duty including Sundays and National Holidays for which compensatory rest may 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 the next contract (if any).

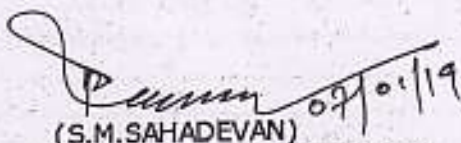
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6. The contract may be terminated by either side by giving one month's notice. The performance monitoring of contractual appointees will be done on regular basis and those who are unable to discharge the duties or who fail to perform as per expectations 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.
7. The engagement on contract basis will not confer any right to claim for regular absorption/extension in Railways.
8. Applicants working in Govt/PSU will have to provide "NO OBJECTION CERTIFICATE" at the time of application and resign from their present organization on their engagement.
9. All statutory requirements shall be compiled with by Railways.
10. It should be a full time contract and their consolidated pay will be at Rs.19500/- per month. The statutory deductions towards EPF/ESI etc. will be recovered at the prescribed rates from the lumpsum amount payable per month.
11. They will be paid Daily Allowance when on tour as admissible at the rate of Rs.500/-. No other allowance/advances are admissible on par with serving railway employees.

Wide publicity may be given duly displaying the notification on the Notice Boards at Divisions/Unit/Stations accordingly.

The notification is also available in the official website:
www.swr.indianrailways.gov.in>aboutus>Divisions>Mysore>Personnel
Branch>Notification/Selections.

Encl: One proforma application.


(S.M. SAHADEVAN)

Divisional Personnel Officer-I/MYS
for Senior Divisional Personnel Officer/MYS
South Western Railway, Mysuru

Copy to: PCPO/SWR/UBL- for kind information
PS to DRM/ADRM- for kind information of DRM/ADRM
Sr.DFM/MYS, CMS/RH/MYS
Sr.DEN/Co-Ord/MYS, Sr.DME/MYS, Sr.DSTE/MYS
Sr.DEE/MYS, Sr.DCM/MYS, Sr.DSO/MYS
DSC/RPF/MYS
ADEN/MYS, ASK, SKLR, SMET, DVG
ADSTE/MYS, DVG, ADME/ASK
All SM/SMR's of MYS Div } for placing the copy of notification on the Notice Board
of the station
CH.OS/Persnl.Br/MYS, ENGG/MYS, OPTG/MYS, S&T/MYS, COM/MYS, ELEC.Br,
CH.OS/MECH Br/MYS, CS&WI/MYS, OS/Confidential Sec
CH.OS/Bills & IPAS Sec } for placing the notification on Facebook and in the
Official Website
DS/SWRMU/MYS, DS/AISC&STREA/MYS, DS/AIOBCREA/MYS, Notice board

for placing the same
on the Notice Board



South Western Railway

Personnel Department/MYSORE Dn.

For Office Use

Application Form for the post of Stenographer on contract basis in MYS Division, South Western Railway

(Read the instructions of the Notification carefully, before you start filling up the Application Form)

Notification No. 21/2016 (Stenographer) Dated 07-01-2016

1. Name of the candidate
 (Name in CAPITAL letters, as appearing in School certificates)

2. Father's/Husband's Name

3. Date of Birth Date: [] Month: [] Year: []

4. Community Tick(✓) the appropriate column

UR	OBC	SC	ST

5. Postal Address

State: [] Pin Code: []

6. Sex: [] Tick(✓) the appropriate column

Male	Female

7. Mobile Number: [] 8. Email: []

Please paste recent (not older than one month) Passport-size (4.5 X 3.5cm) Photograph without cap & without coloured glasses

(Photograph to be self-attached by the Candidate)

6. Details of prescribed Educational/ Technical Qualification	Prescribed Academic Qualification/Technical qualification	Institution/Board	Total Marks	Marks obtained	% Age of work	Year of Passing

10. Personal marks of identification (Scars, moles or any other permanent marks on the body)

1. []

2. []

11. Details of Present employment (if any)

Designation	Office Details	Worked from	To	Whether re-jection obtained and reasons (Yes/No)

12. List of enclosures (Tick(✓) Appropriately)

1. Proof of Date of Birth (SSLC/10th/12th certificate)	3. Cast Certificate (in case of SC/ST/OBC) (Annexure-Whenever!!)
2. Proof of Educational/ Technical qualification prescribed for the post.	4. Any other documents.

13. DECLARATION BY THE CANDIDATE (Please reproduce the following paragraph in your own ruling handwriting. NOT in capital letters)

I hereby declare that all the particulars given above by me are true, complete and correct to the best of my knowledge and belief. In the event of any information furnished by me being found false/incorrect, my candidature is liable to be rejected/terminated summarily. I will abide by the instructions given in the notification.

Place: [] Date: []

Left Hand Thumb impression (Must be clear and not smudged)

1	2

Signature of the Candidate

(Do not sign in the capital letters)