

संवाही No.Y/P.608/IV/2/Vol.II

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

Sub: Selection to the post of Jr.Stenographer in Level-04 of Pay Matrix in Mysuru Dn. against 25% selection quota from serving Jr.Clerk-cum-Typist of Mysuru Division knowing Shorthand.

\*\*\*\*

It is proposed to conduct a selection for the post of Jr.Stenographer in Level-04(Pay Band Rs.5200-20200+2400 GP) from serving Jr.Clerk-cum-Typist knowing Shorthand. The total numbers of vacancies assessed for filling up are 02.

The break up of vacancies are UR:01, SC:01, ST:Nil.

Applications from the eligible employees, who fulfil the under-mentioned eligibility criteria, are called for to fill up the post of Jr.Stenographer.

**ELIGIBILITY CRITERIA:**

In terms of Railway Board's letter No.E(NG)I-20/0/PM-4/3 dated 10.11.15(Advance Correction Slip No.230 176(A) & 176(B) of IREM Vol-I (2009 edition), the employees in the category of Jr.Clerk-cum-typist post on regular basis borne on seniority units of Mysuru Dn. and CWM/MYSS and Dy.CMM/AP office and knowing shorthand are eligible to volunteer. They should have a minimum of 02 years of service as Jr.Clerk-cum-Typist as on 07.06.2019 in Level-02.

Jr.Clerk-cum-typist with knowledge of Hindi Stenography may also apply. The candidates selected for the post must be physically fit in Cey-One medical classification.

> The selection will consist of Written Test, Skill Test and Viva voce test as under:

**I. 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.
- There will be questions for 10% of the total marks on Official Language Policy and rules, which may not be a compulsory one to answer (Board's letter No.81/02-44/12 dated 14.012.1982).

**II. 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.

Contd to Pg.2



III. **Viva-Voce Test:**

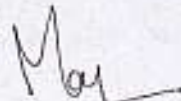
1. There will be a viva-voce test in terms of Boards letter No.E(NG)I-2000/PM1/4 of 12.09.2005 to those who qualified both in the written test and professional test.
2. The details of the marks allotted for the English Test and Skill Test and qualifying marks in terms of Railway Board's letter No.97-E(SCT)I/25/2 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

3. Stenography Skill Test will be conducted on Personal Computer as advised in RBE No.142/2015.
4. 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.
5. Selected employees will not be allowed to revert back to their parent unit and further progress will be only in the Stenographer cadre.
6. Eligible employees who are willing to be considered for the above selection may apply in the preformed 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.
7. The application must be sent through Branch Officers so as to reach this office not later than 15.07.2019. Applications received after 15.07.2019 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.

The above notification may please be given wide publicity and employees who are on leave/sick list/deputation etc., should be notified of the selection.

  
(S.MANI KUMAR)  
APO-I/MYS  
for Sr.DPO/MYS

Copy to: CE/CN/BNC, CWM/MYSS, DSC/RPF/MYS, DPO/II/MYS, WPO/MYSS, Dy.CEE Shops/AP, All ADENs/MYS Dn., XEN/CN/MYS, Dy.CE/CN/BNC, Dy.CMM/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, Notice Board

**APPLICATION FOR SELECTION TO THE POST OF JUNIOR STENOGRAPHER AGAINST  
25% GENERAL SELECTION QUOTA - VOLUNTEERS FROM Jr.CLERK-CUM-TYPIST OF  
MYSURU DIVISION**

**PROFORMA**

1	Name PF No	:	
2	Designation & Station	:	
3	Department	:	
4	Pay Band/Grade Pay	:	
	b) Pay	:	
5	Date of Birth	:	
6	Date of Appointment	:	
7	Grade in which appointment	:	
8	Date of promotion to present grade	:	
9	Educational Qualification.	:	
10	Technical Qualification i) Typewriting ii) Shorthand	:	
11	Whether belongs to SC/ST (Certificate to be enclosed)	:	

Date:

Signature

Signature of supervisory Official forwarding the application

Designation :

Station :

Date :