SOUTHERN RAILWAY

No. P(GS)608/XII/Steno/Gr.III/2024

Headquarters Office,
Personnel Branch,
Chennai - 600 003.
Dated: 13.03.2024.

PCE,PCME, PCOM, PCCM, PCSTE,PCEE,PCSO,PCSC, PFA/MAS, CCO,
CCM/PM,CCM//Rates/MAS, CCM/Claims/TPJ, SDGM&CVO, PCMM/PER
PCMD/MMC/MAS,CAO/CN/MS, MTP/MS,CE/MTP,CPD/RE/MS, CWM/LW/PER, CW/PER,
GOC&S&T/PTJ,CEWE/PER, CSTE/CN/MS,FA&CAO/T/MAS,
GM/ST/MMC/MAS&TPJ,MD/RH/PER, CPRO, DRM/P/MAS, TPJ,
MDU,PGT,TVC,SA,Sr.DFM/MAS,TPJ,MDU,SA,PGT,TVC, Sr.AFA/TPJ,GOC&PTJ,
Sr.DSC/MAS, TPJ, MDU, SA, PGT, TVC, Sr.EDPM/MMC/MAS,MDU,EDPM/PGT,
Dy.CPLO/Hqrs, Secy to GM,
Dy.CE/EWS/AJJ, MPS/RPM, Dy.CMM/GSD/PER,MSD/PER
Dy.CPO/CN/MS,Dy.CPO/CW/PER,APO/Stores/PER,
WPO/LW/PER,GOC,S&T/PTJ,
SPO/RE/MS,Sr.EO/HQ/MAS, APO/EWS/AJJ,APO/CEWE/PER,CSTE/Proj/MMC/MAS,
DGM/Law/MAS,Chairman/RRB/MAS,TVC, GM/IRCTC/Chennai,
Addl.Registrar/RCT/MAS,ERS,The Chairman/RRC/MAS
AGM/RVNL/Chennai, Principal/MDZTI/TPJ.

Sub: Selection for the post of Stenographer/Gr.III(English) in Pay
Matrix Level 4 (GP.Rs.2400/-)/HQrs.Unit.

Ref: 1. PBC NO:07/2015 Letter No: P(R)608/Policy/VOL V Dt.12.02.2015
  2. RBE (141/2015) letter No: E(NG)I-2010/PM 4/3 dated:10.11.2015
  3. RBE (20/2017) letter No: E(NG)I-2008/PM 1/15 dated:03.03.2017

*****

(1) It is proposed to conduct a selection for the post of Stenographer/ Gr.III in
Pay Matrix Level 4 (GP.Rs.2400/-)/HQrs. Unit against

(i) 25% by Promotion by selection from Shorthand knowing
Clerks/Typists in Level-2 for **10 vacancies (UR: 8, SC: 1 & ST: 1
including PwBD: 1).**

(The vacancy earmarked for PwBD is for (a) category with functional
classification of "Blindness & Low Vision") as per RBE No: 74/2022 &
PBC No: 37/2019.

and

(ii) 25% by General Selection from serving Group `C` employees
knowing shorthand in Level-1 for **13 vacancies (UR: 5, SC: 4 &ST:
4 including PwBD: 1).**

(The vacancy earmarked for PwBD is for (a) category with functional
classification of "Blindness & Low Vision") as per RBE No: 74/2022 &
PBC No: 37/2019).

(2) The selection will consist of the following:

(a) **Written Exam:**

Subject	Max. Marks	Time Allowed
Composite paper for testing the Language (English) along with General Awareness	100	2 hrs (PBC No: 46/2019)

The Selection consist of written test as per Board's letter No:E(NG)1/2018/PM 1/4 dated: 14.12.2018 (RBE NO: 196/2018). The question paper will be 100% objective type of multiple choice questions for the written examination and 10% of the total marks will be from Official language policy and rules (which will be optional).

The Examination will be conducted on OMR sheet or CBT mode as required, and the same will be advised in due course. There shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for wrong answers.

(b) **Skill Test**: Stenography skill test at the speed of 80 words per minute. for 10 minutes duration with transcription time of 50 minutes on computer.

(c) **Viva- Voce**: As per Railway Board's letter No: E(NG) 1-2017/PM1/11 dated:04.08.2023 (RBE No: 98/2023) **there will be no Viva- Voce.**

(3) (a) Regular Office Clerks/Typists working in Pay Matrix Level 2 (GP.Rs.1900/-) who have completed 2 years minimum regular service as on 13.03.2024 and acquired knowledge of shorthand are eligible to appear for the selection against Para 1 (i) above.

(b) All Group "C" regular employees in Pay Matrix 1 to 4 (GP.Rs.1800/- to 2400/-) who have completed 2 years minimum regular service as on 13.03.2024 and acquired knowledge of shorthand are eligible to appear for the selection against Para 1(ii) above.

Note: Any shortfall in the category of (a) above, then the unfilled vacancies will be included in the category (b) above and eligible employees will be selected.

(4) Employees undergoing penalty or placed under suspension or any departmental proceedings initiated for Major penalty or any RPUP case is pending, the particulars of such employees should be mentioned while forwarding the application through online.

(5) In Units where Personnel Officers are not available the applications should be submitted to the Head of the Unit for onward transmission to HQrs after due certification through online.

(6) The willing employees should apply through online mode only, in the Personnel Branch online portal at URLhttps://notifications.srhqpb.in. Applications received from any other mode will not be considered. The certification by the Divisional cadre controlling Personnel officer and instructions regarding applying online for the above selection is enclosed herewith as Annexure A and Annexure B respectively.
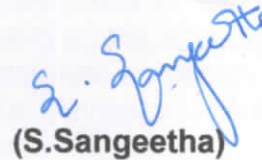
The link for the web portal will be made available from **27.03.2024** @ 12.00 hrs in the Personnel Department internet website (srhqpb.in) and also in the Railnet website of Southern Railway.

Opening of online registration of application	**27.03.2024 @ 12.00 hrs**
Closing of online registration of application	**29.04.2024 @ 17.00 hrs**
Last date for forwarding applications received from concerned Personnel Branch officials to Headquarters	06.05.2024

(7) The employee who are eligible to apply for the above selection should submit their application through the above said website in online mode only. Applications received from any other mode will not be considered. The instructions regarding applying online for the above selection is enclosed herewith as Annexure-A respectively.

(8) It is the personal responsibility of the concerned cadre controlling Personnel Officer to certify and ensure the corrections of all applications with Service Register and other relevant records. Also certify the correctness of the particulars in the applications. Without such certification, applications received will be summarily rejected and the responsibility will be fixed on the concerned Personnel Officer who forwarded the applications.

(9) The respective cadre dealer/controlling Personnel Officers should verify the correctness of the particulars of each application with the Service Register and other available relevant records. After due certification, each online application has to be certified and forwarded online with remarks, if any. In addition an excel file containing all the relevant details of all applications pertaining to the Divisions/Units should also be downloaded. The downloaded excel data file also should be verified and corrections, if any, should be carried out duly indicating the same in the remarks column. The same has to be uploaded in the website **srhqpb.in** and also forwarded in e-office to the undersigned as e-receipt on or before 17.00 hrs of **06.05.2024**.

(10) This may be given wide publicity among the staff concerned. The notification may be pasted in all the notice Boards and prominent places in Divisional Offices/Units/Field Offices.

(11) In case no application received in your office/unit, a **'NIL'** report should also be sent on or before **06.05.2024**.

(12) **Applicant must upload copies of all the certificates i.e Education Qualification (entries should be available in the Service Register), Community certificate and other relevant certificates. PwBD employee should possess necessary disability certificate of his/her disability of 40% or more and the same should have been entered in the service register by the Competent Authority.**

(13) Withdrawal of the candidature after Selection will not be permitted.

(14) Employees selected for the post of Stenographer/Gr.III/HQrs Units in Pay Matrix Level-4 (Grade Pay Rs.2400/-) must be prepared to go on line and accompany officers. If they are not willing to go on line etc, they need not apply.

(15) The employees who are empaneled and promoted as Stenographer/Gr.III/HQrs. Units in Pay Matrix Level 4 (GP.Rs.2400/-) against 25% from shorthand knowing Clerks/typists will rank senior to those employees who are empaneled and promoted as Stenographer/Gr.III/HQrs. Units in Pay Matrix Level 4 (GP.Rs.2400/-) against 25% from serving Group 'C' employees knowing shorthand.

(16) There will be no supplementary examination.

(17) The employees selected for the post must be fit in **CEE-ONE** medical classification.

(18) The employees who volunteer for the above post should be in readiness to appear for the written Examination.

Encl: As above.

(S.Sangeetha)
Asst.Personnel Officer/Genl.
for Principal Chief Personnel Officer.

Copy to: PCPO, CPO/Admn, CPO/IR,
All PB officers/HQ/MAS All Ch. OS/OSs/PB/HQrs,
GS/SRMU,GS/NFIR,GS/AIOBC,GS/SC/STREA,
Ch.S&WI/System - to upload in the railnet please.
Notice Board.

INSTRUCTIONS FOR APPLYING ONLINE

online-www.srhqpb.in

Link for applying online-www.srhqpb.in

Instructions to Candidates:-

1. The candidate who desires to apply will have to click on the appropriate link. The link will lead to a application format in which the candidate needs to fill up the required particulars.

2. The application format has to be filled up carefully and after the candidate is satisfied that all the particulars have been correctly filled up, he/she should download the filled up application, from the portal in PDF format and print out of the same should be taken.

3. In the print out, the photograph of the candidate should be affixed in the space provided and the candidate should affix his/her signature, wherever the space is provided. The affixed photograph should be duly attested by the controlling supervisor/official.

4. After affixing the signature and photograph, the candidate should get the signature in the columns/space provided for forwarding the application filled by the controlling supervisor/ official by making appropriate entries including the name and seal of the forwarding supervisor/official. Annexure – A should also be filled by the cadre controlling personnel officer.

5. The completed application, duly forwarded by the controlling supervisor/official and the Annexure–A should be scanned and uploaded in the portal in PDF format by the candidate.

6. Once the scanned PDF format of the application is submitted, the candidate has to click on the 'SUBMIT" button and submit the application.

7. Once the scanned copy of the application is submitted, the candidate will not be able to make any change in the application already submitted.

8. On submitting the completed application as above, a unique application number will be allotted to the candidate which will be specific for each candidate with respect to each notification. Candidate can also download the copy of submitted application bearing the unique application number. The candidate may note the unique application number for further reference.

9. The candidate can check the status of his application by entering the unique application number and other relevant details.

Instructions to Personnel Branch: -

- The access to the online application at the stage of scrutiny and further forwarding will be restricted to the officials granted user rights at the level of Dealer(s), Personnel Officer and Divisional Officer etc.
- The details of user rights and passwords will be issued.
- The specified Dealer(s) will have to verify the necessary details filled by the candidate and after verification, the application can be forwarded to the concerned Personnel officer of the Division / Unit for recommendation. If required, they may be forwarded along with reasons/remarks to the personnel officer of the unit.
- The concerned Personnel Officer will accept the application and forward the same to Headquarters.
- The concerned Personnel Officer can also reject the application duly specifying the reason for rejections.
- In case there is a need for the applications to be forwarded with the approval of the concerned departmental Officer, then a print out of the eligible / non-eligible applications may be submitted on file to the Concerned departmental officer and necessary approval taken by the Personnel Officer, before forwarding the same to Headquarters.
- The Dealer(s) and the Personnel officer at Headquarters level will have the facility to verify the applications and accept or reject the same duly indicating the reasons.

- Thereafter, the list of eligible candidates will be generated through the online portal by the concerned officer and the process of selection will be further processed as per the extant instructions.

****