



दक्षिण रेलवे/SOUTHERN RAILWAY

सं./No.P(R)436/IREM/ Vol.VI

प्रधान कार्यालय/ Headquarters Office
कार्मिक शाखा/ Personnel Branch
चेन्नै/Chennai - 600 003
दि./ Dated: 09-12-2015

आर बी ई सं/RBE No. 141 / 2015

पी बी सी सं/ PBC No: 199 / 2015

All-PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops / other Units,
etc.,

(As per mailing list -'A')

विषय/Sub: Procedure for conducting stenography Skill Test for filling
up of post of Stenographers – Amendment to para 176 of
Indian Railway Establishment Manual, Vol.-I.

A copy of Railway Board's letter No.E(NG)I-2010/PM4/3 dated 10-11-
2015 (RBE No. 141 / 2015) alongwith its Advance Correction Slip No. 230
amending the Indian Railways Establishment Manual, Vol.I (Revised Edition),
First Re-Print 2009, on the above subject is enclosed for information, guidance
and necessary action.

(K.BABU)

Assistant Personnel Officer/Engg.
For Chief Personnel Officer

संलग्न/Encl: as above

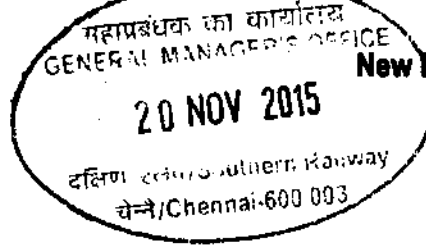
प्रतिलिपि/Copy to : The Genl Secy / SRMU
The Genl Secy / AISCSTREA
The Genl Secy / AIOBCREA

The Genl Secy / NFIR

भारत सरकार/GOVERNMENT OF INDIA
रेल मंत्रालय/MINISTRY OF RAILWAYS
(रेलवे बोर्ड/RAILWAY BOARD)

NO.E(NG)I-2010/PM4/3

The General Managers (P)
All Indian Railways & PUs
(As per standard list).



New Delhi, dated 10.11.2015

Sub : Procedure for conducting Stenography Skill Test for filling up of post of Stenographers - Amendment to para 176 of Indian Railways Establishment Manual, Vol-I.

In exercise of the powers conferred by the proviso to the Article 309 of the Constitution of India, the President is pleased to direct that the Indian Railways Establishment Manual, Volume-I (Revised Edition), First Re-print 2009, may be amended as per Advance Correction Slip No 230 enclosed.

Please acknowledge receipt of this letter.

Hindi version shall follow.

(Amita Bhalla)
Deputy Director-II E(NG)I
Railway Board

Encl : ACS No 230

INDIAN RAILWAY ESTABLISHMENT MANUAL, VOL.I, 2009 REVISED EDITION
CHAPTER-I, SECTION-B, SUB-SECTION-III (RECRUITMENT AND TRAINING)

ADVANCE CORRECTION SLIP NO 230

Substitute the existing Para 176 and re-number as Para 176(A) and 176(B).

STENOGRAPHERS:

PARA 176 (A) : The posts in the category of Stenographers (Hindi/English) in PB-1 Rs.5200-20200 GP Rs.2400 will be filled by direct recruitment through Railway Recruitment Boards as under:-

- I. (a) 50% plus shortfall, if any, against (b) and (c) below by direct recruitment through the agency of RRBs.
(b) 25% by promotion by selection of shorthand knowing Clerks/Typists.
(c) 25% by General Selection from serving Group 'C' in grade pay Rs.1800 and above with knowledge of shorthand;

II. For direct recruitment qualification etc. are as under:-

- (i) **Educational qualification** : 12th (+2 stage) or equivalent examination from a recognized Board/University
- (ii) **Age** : Between 18 and 27 years.
- (iii) **Professional** : The following standards have been prescribed for the posts in shorthand:

STENOGRAPHER (ENGLISH)

| <u>SPEED</u> | <u>DURATION</u> | <u>TRANSCRIPTION TIME</u> |
|---------------------|------------------------|----------------------------------|
| 80 W.P.M. | 10 MINUTES | 50 MINUTES |
| 100 W.P.M. | 10 MINUTES | 40 MINUTES |
| 120 W.P.M. | 10 MINUTES | 35 MINUTES |

NOTE: Direct Recruit Stenographer (English) in PB-1 Rs.5200-20200 GP Rs.2400 to pass written examination (General Awareness and Language Test in English) and skill test at the speed of 80 w.p.m. and 50 minutes in shorthand on computer. Those Stenographers who pass the examination in English and dictation in shorthand and transcription at 100 w.p.m. and 120 w.p.m. will be granted one or two advance increments respectively at the recruitment stage and while in service.

STENOGRAPHER (HINDI)

| SPEED | DURATION | TRANSCRIPTION TIME • |
|--------------|-----------------|-----------------------------|
| 80 W.P.M. | 10 MINUTES | 65 MINUTES |
| 100 W.P.M. | 10 MINUTES | 55 MINUTES |
| 120 W.P.M. | 10 MINUTES | 45 MINUTES |

NOTE: Direct Recruit Stenographer (Hindi) in PB-1 Rs.5200-20200 GP Rs.2400 to pass skill test at the speed of 80 w.p.m. in 65 minutes on computer. Those Stenographers who pass the examination in Hindi and dictation in shorthand and transcription at 100 w.p.m. and 120 w.p.m. will be granted one and two advance increments respectively at the recruitment stage and while in service.

{**Authority :** Railway Board's letter No.E(NG)I-2010/PM4/3 dated 10.11.2015}

PARA 176 (B): The posts in the category of Stenographers (English) in PB-1 Rs.5200-20200 GP Rs.2400 will be filled by promotion/general selection as under:-

I.

| | |
|-----|---|
| (a) | 25% by promotion by selection of shorthand knowing Clerks/Typists. |
| (b) | 25% by General Selection from serving Group 'C' employees in grade pay Rs.1800 and above with knowledge of shorthand; and |
| (c) | 50% plus shortfall, if any, against (a) and (b) above by direct recruitment through the agency of RRBs. |

STENOGRAPHER (ENGLISH)

| SPEED | DURATION | TRANSCRIPTION TIME |
|--------------|-----------------|---------------------------|
| 80 W.P.M. | 10 MINUTES | 50 MINUTES |
| 100 W.P.M. | 10 MINUTES | 40 MINUTES |
| 120 W.P.M. | 10 MINUTES | 35 MINUTES |

II. **Higher grade posts/channel of promotion :** The following higher grades posts are available to this category of staff in the normal channel of promotion by selection or non-selection as the case may be:-

Stenographer Gr.I
(PB-2 Rs.9300-34800 GP Rs.4200)

Private Secretary-II
(PB-2 Rs.9300-34800 GP Rs.4600)

NOTE :

(i) Stenographers (English) in PB-1 Rs.5200-20200 GP Rs.2400 to pass written examination (General Awareness and Language Test in English) and skill test at the speed of 80 w.p.m. in 50 minutes on computer. Those Stenographers, who pass the examination in English and dictation in shorthand and transcription at 100 w.p.m. and 120 w.p.m., will be granted one and two advance increments respectively at the promotion stage and while in service.

(ii) Stenographers (English) in PB-1 Rs.5200-20200 GP Rs. 2400 have to appear in selection and pass the test for promotion to next higher grade viz., Stenographer Gr.I in PB-1 Rs.9300-34800 GP Rs.4200, at the speed of 100 w.p.m. in 40 minutes.

(iii) Those Stenographers, who have appeared for selection for promotion to next higher grade viz., Stenographer Gr.I in PB-1 Rs.9300-34800 GP Rs.4200, and passed test in shorthand at the speed of 100 w.p.m. in 40 minutes, need not be subjected to professional test again when they are considered in subsequent selection PB-2 Rs.9300-34800 GP Rs.4600

STENOGRAPHER (HINDI)

| <u>SPEED</u> | <u>DURATION</u> | <u>TRANSCRIPTION TIME</u> |
|---------------------|------------------------|----------------------------------|
| 80 W.P.M. | 10 MINUTES | 65 MINUTES |
| 100 W.P.M. | 10 MINUTES | 55 MINUTES |
| 120 W.P.M. | 10 MINUTES | 45 MINUTES |

II. **Higher grade posts/channel of promotion** : The following higher grades posts are available to this category of staff in the normal channel of promotion by selection or non-selection as the case may be:-

Stenographer Gr.I
(PB-2 Rs.9300-34800 GP Rs.4200)

Private Secretary-II
(PB-2 Rs.9300-34800 GP Rs.4600)

NOTE:

(i) Stenographers (Hindi) in scale Rs.4000-6000/PB-1 Rs.5200-20200 G.P. Rs.2400 to pass written examination (General Awareness and Language Test in Hindi) and skill test at the speed of 80 w.p.m. in 65 minutes on computer. Those Stenographers, who pass the examination in Hindi and dictation in shorthand and transcription at 100 w.p.m. and 120 w.p.m. will be granted one and two advance increments respectively at the promotion stage and while in service.

(ii) Stenographers (Hindi) in PB-1 Rs.5200-20200 GP Rs.2400 have to appear in selection and pass the test for promotion to next higher grade, viz., Stenographer Gr.I in pB-1 Rs.9300-34800 G.P. Rs.4200, at the speed of 100 w.p.m. in 55 minutes.

(iii) Those Stenographers, who have appeared for selection for promotion to next higher grade viz. Stenographer Gr.I in PB-2 Rs.9300-34800 GP Rs.4200, and passed test in shorthand at the speed of 100 w.p.m. in 55 minutes, need not be subjected to professional test again when they are considered in subsequent selection for PB-2 Rs.9300-34800 GP Rs.4600

(Reference : Railway Board's letter Nos E(NG)III71/ER-1 dated 28.07.1971, E(NG)I-71/PM1/244 dated 28.02.1973, E(NG)I-74/PM1/102 dated 06.07.1974, E(NG)III/76/RR-1-45 dated 08.08.1978, E(NG)I/PM4/15 dated 20.10.1986 and 94/E(RRB)25/1 dated 27.09.1994.)

(Authority : Railway Board's letters No E(NG)I-2010/PM4/3 dated 10.11.2015 and E(NG)I-2008/PM1/15 dated 03.09.2009).
