



दक्षिण रेलवे/SOUTHERN RAILWAY

सं./No.P(R)608/P/ Vol.VI

प्रधान कार्यालय/ Headquarters Office
कार्मिक शाखा/ Personnel Branch
चेन्नै/Chennai - 600 003
दि./ Dated: 9-12-2015

आर बी ई सं/RBE No. 142 / 2015

पी बी सी सं/ PBC No: 198 / 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 on
Personal Computers for filling up of post of Stenographer.

A copy of Railway Board's letter No. E(NG)I-2010/PM4/3 dated
10-11-2015 (RBE No. 142 / 2015) alongwith its Annexure – I on the above
subject is enclosed for information, guidance and necessary action.

Railway Board's letter dated 04-07-2015, 05-05-2010 & 04-02-2011
referred therein have been circulated under PBC No. 118 / 2005, PBC No. 76
/ 2010 and PBC No. 29 / 2011 respectively.

(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

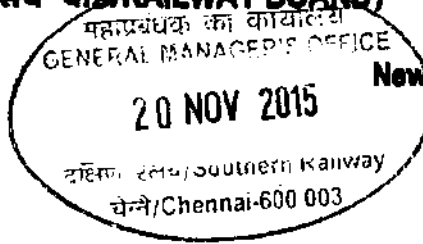
The Genl Secy / NFIR

भारत सरकार/GOVERNMENT OF INDIA
रेल मंत्रालय/MINISTRY OF RAILWAYS

(रेलवे बोर्ड/RAILWAY BOARD)

NO.E(NG)-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 on Personal Computers for filling up of post of Stenographers.

Ref : (i) Railway Board's letter No.E(NG)-2004/CFP/8 dated 04.07.2005 & 04.02.2011;
(ii) Railway Board's letter No.E(NG)II/2009/RR-1/27 dated 05.05.2010.


With the advent of technology and gradual weeding out of obsolete mechanism, there has been a continuous demand from Zonal Railways to allow them conducting Stenography Skill Test on Personal Computers, hitherto being conducted on manual typewriters. In fact, Railways have been directed to develop infrastructure to conduct such skill test on Personal Computers in future to keep pace with the latest development. Similarly, instructions for testing typewriting skill on Personal Computers, as far as possible, have also been issued.

2. The issue of conducting Stenography Skill Test on Personal Computers has been examined in consultation with Department of Personnel & Training and Staff Selection Commission and it has been decided that henceforth the same may be conducted on Personal Computers.

3. It has also been decided that with each Full or Major mistakes, incumbents will loose one mark. Similarly, Half or Partial mistake would lead to deduction of half a mark. Maximum number of mistakes (both Full/Major or Half/Minor added together) permitted are limited to 10% of the total words dictated. It would mean that incumbents, committing more than 10% mistakes will be treated as failed. Procedure to evaluate the transcription and nature of mistakes are elaborated in Annexure-I to this letter. प्राप्ति की तारीख /

Please acknowledge receipt of this letter

Hindi version shall follow.


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

D.A.: As above (Annexure-I)

D:Gankaj:Pankaj's Office 11

Annexure-I to Board's letter No.E(NG)I-2010/PM4/3 dated 10.11.2015

(I) FULL MISTAKES :

- a) Every omission of a word or figure including omission of a definite or indefinite article. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
- b) Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/figures dictated which have been replaced/substituted by other word(s)/figure(s).
- c) Every addition of a word or figure or a group of words or figures not occurring in the passage.

(II) HALF MISTAKES :

- a) Mis-spelling, including transposition of letters in a word and also omission of a letter or letters from a word. However, mis-spelling of proper nouns and unfamiliar names may be ignored.
- b) Using singular for plural noun and vice-versa.
- c) Wrong use of Capital or small letters at the beginning of the sentence.

- Note :**
- (a) All the errors are counted but the total mistakes counted in a single word should not exceed one Full Mistake.
 - (b) Incumbents will not be penalized for any type of errors or mistakes other than those described above.
 - (c) Computer and Shorthand Notebook for the test will be provided by the Administration and incumbents will not be allowed to bring their own key board.
 - (d) Editing Tools and Spell Check facility will not be available to the incumbents.



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