



दक्षिण रेलवे/SOUTHERN RAILWAY

No.P(R)608/Policy/Vol.V

प्रधानकार्यालय/ Headquarters Office
कार्मिक शाखा/ Personnel Branch
चेन्नै/Chennai - 600 003
दि./ Dated: 12-02-2015

पी बी सी सं/ PBC No: 7 / 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: Selection for the post of Stenographers in Railways
Procedure-reg.

Ref : Boards Letter No. 97-E(SCT)/25/2 dated 03-03-97.

1.The following procedure should be adopted for conducting the selection consisting of written test and viva voce for the post of Stenographer in Pay Band Rs. 5200 – 20200 in 2400/- G.P. for both Hindi and English against 25% selection of shorthand knowing Clerk / Typist and 25% General Selection from serving Group 'C' employees knowing shorthand (Para 176 of IREM – Vol.I). The subjects of the examination, the time allowed, maximum marks and the syllabus will be as follows :

<u>Subject</u>	<u>Max.Marks</u>	<u>Time Allowed</u>
Composite paper for testing the Language (English/Hindi) along with General Awareness	100	3 hrs.

Employees should secure 60% in the written examination and 60% in the aggregate (both written examination & viva-voce) to be placed in the panel. However, 10% relaxation and the concept of 'best among failure' scheme is equally applicable for employees belonging to SC/ST communities in the category of Stenographer with same terms and conditions as applicable to other non-safety categories vide Board's letter No.97-E(SCT)/25/2 dt.03.03.1997. Panels would be drawn up as per merit in terms of Board's letter dt. 19-06-2009 (RBE No. 113/2009).

II. Shorthand Test (100 marks each for shorthand speed test and transcription as detailed below):

Scheme for Shorthand Test:

Speed	Dictation Duration	Transcribing Time
English (80 w.p.m.)	10 minutes	65 minutes
Hindi (80 w.p.m.)	10 minutes	75 minutes

In terms of Board's letter 97-E(SCT)/25/2 dated 03.03.97, the marks allotted for shorthand speed test is 200 and the qualifying marks for General Standard is 110 and for relaxed standard (SC/ST) is 90.

Out of 200 marks awarded for shorthand speed test, 100 marks each allotted for shorthand and transcription with the following procedures for deducting the marks for mistakes :-

1. Each Full or Major Mistake would result in reduction of one mark.
2. Half a mark should be deducted for each half/partial mistakes.

I. Full Mistakes: The following mistakes are treated as 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/figure 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: The following are treated as 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 pronoun and unfamiliar names are ignored.

b) Using singular for plural noun and vice-versa.

c) Wrong use of capital or small letters at the beginning of the sentence



d) More than one error in a single word: All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.

However, the marks obtained in shorthand speed test (both for dictation and transcription) is only treated as qualifying in nature and the marks need not be added in the total marks obtained in written test and viva-voce.


III. For filling up of vacancies of Stenographers in G.P. 4200/- , 100 % by promotion by suitability with Bench Mark in terms of Board's letter dt. 03-09-2009(RBENo.161/2009) and para 176 of IREM-Vol.I, the Shorthand speed test will be as under.

(100 marks each for Shorthand speed test and transcription as detailed below).

<u>Speed</u>	<u>Dictation duration</u>	<u>Transcription time</u>	
English (100 w.p.m)	7 minutes	35 minutes	} Passing of Speed Test is, mandatory
Hindi (100 w.p.m.)	7 minutes	40 minutes	

The method of awarding of marks for shorthand speed test and transcription detailed above should be scrupulously followed in all the selections wherever skill test in stenography is prescribed as mandatory in terms of RBE No.161/2009 dt.03.09.2009.

This issues with the approval of CPO.


(V.SRINIVASAN)
वरिष्ठ कार्मिक अधिकारी/नियम
Senior Personnel Officer/Rules
कृते मुख्य कार्मिक अधिकारी
For Chief Personnel Officer

संलग्न/Encl: as above

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

The Genl Secy / NFIR