



## Modern Coach Factory, Raebareli

Office of the  
General Manager (P)

No. E/NG-III/MCF/RBL/Prom./STENO-III/25%GS

Dated 23.10.2021

### NOTIFICATION

**Sub: Selection for the post of Stenographer, Grade-III in Pay Matrix, Level-4 (G.P-2400/-) against 25% by promotion by selection from shorthand knowing Clerks/Typist and 25% General Selection from serving Group-C employees knowing shorthand.**

- Ref: (i) Railway Board's L. No. E(NG)I-2010/PM 4/3 dated 10.11.15 (RBE No.141/2015)  
(ii) Rly. Board L. No. E(NG)I-2010/PM1/16 dated 10.09.2014 (RBE 97/2014)  
(iii) Rly. Board L. No. E(NG)I-2011/PM1/26 dated 06.02.2014 (RBE 17/2014)  
(iv) Rly. Board's letter No. E(NG)I-2018/PM1/4 dated 14.12.2018 (RBE No.196/2018),  
(v) Rly. Board's letter No. E(NG)I-2018/PM1/4 dated 14.06.2019 (RBE No.97/2019),  
(vi) Rly. Board's letter No. E(NG)I-2018/PM1/4 dated 14.11.2019 (RBE No. 194/2019)  
(vii) Rly. Board L. No. E(NG)I-2005/PM1/52 dated 22.08.2006 (RBE 117/2006)  
(viii) Master Circular 31 & IREM Vol. - I, Para 176 (A), 215

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In terms of Advance Correction slip no. 230 of Para 176 of IREM Vol - I, circulated vide Railway Board's letter no. E(NG)I-2010-PM4/3 dated 10.11.15, 25% vacancies in the category of stenographer Gr. III in PB-I Rs. 5200-20200/-+GP Rs. 2400/-(Level-4 as per 7<sup>th</sup> CPC ) is to be filled up by Promotion by selection from Shorthand knowing Clerks/Typists in GP 1900 & above and 25% vacancies in the category of stenographer Gr. III in PB-I Rs. 5200-20200/-+GP Rs. 2400/-(Level-4 as per 7<sup>th</sup> CPC ) by General selection from serving Group-C employees in GP Rs. 1800 and above with Knowledge of shorthand.

Accordingly, it has been decided to hold a selection/General Selection amongst serving employees knowing shorthand in order to fill up the vacancies in the category of stenographer Gr.III in PB Rs. 2400/-(Level-4). The details are as under:-

Promotion by selection (25% Promotion Quota)					
Category	Level in pay Matrix	No. of Posts	Break up	Prescribed Qualification	Eligibility
Stenographer Gr. III	Level -4	19	UR-13 SC-04 ST-02	12 <sup>th</sup> (+2 stage or equivalent examination from a recognized Board/University and Speed of 80 WPM in Shorthand (English/Hindi) for a duration 10 minutes and transcription time 50 minutes for English and 65 minutes Hindi.	All Jr. Clerks/Typist knowing shorthand with 2 years residency period.

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General Selection (25% General Selection Quota)					
Category	Level in pay Matrix	No. of Posts	Break up	Prescribed Qualification	Eligibility
Stenographer Gr. III	Level -4	02	UR-01* SC-00* ST-01*	12 <sup>th</sup> (+2 stage or equivalent examination from a recognized Board/University and Speed of 80 WPM in Shorthand (English/Hindi) for a duration 10 minutes and transcription time 50 minutes for English and 65 minutes Hindi.	All serving Group-C employees in G.P. 1800 & above with knowledge of short hand with 2 years residency period.

\* **Note :-**

If less or nil response in the category of 25% Promotion Quota, then these vacancies will be diverted/included in the category of 25% General Selection and eligible employees will be selected.

{Authority : Rly. Board L. No. E(NG)I-2010/PM1/16 dated 10.09.2014 (RBE 97/2014)}

**Mode of Selection and Qualifying Marks**

1. Above Selection will comprise of written examination, speed test in shorthand in 80 W.P.M. and Viva-voce followed by scrutiny of service record and APARs of the candidate who will qualify in the written test, speed test and Viva-Voce. The employees must secure 60% of marks in professional ability as well as in the aggregate. In the case of SC/ST employees must secure 50% marks in Professional ability as well as in the aggregate for empanelment against SC/ST vacancy. **The panel will be formed strictly in order of merit.**

{Authority : Rly. Board L. No. E(NG)I-2011/PM1/26 dated 06.02.2014 (RBE 17/2014) & Para 8 of Master Circular 31}

**Procedure for written examination & Speed Test:**

2. Above Selection will comprise of written examination, speed test in Shorthand in 80 W. P. M. and Viva-Voce.

{Authority : Rly. Board L. No. E(NG)I-2010/PM 4/3 dated 10.11.15 (RBE No.141/2015) & Para 215 of IREM Vol-1}

3. Examination will be held in the form of written test. The time of written examination will be 120 minutes and all the questions will be of objective type, out of which 10% questions will be from the Rajbhasha. There shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for every wrong answer.

{Authority: Rly. Board's letter No. E(NG)I-2018/PM1/4 dated 14.12.2018 (RBE No.196/2018), L. No. E(NG)I-2018/PM1/4 dated 14.06.2019 (RBE No.97/2019), L. No. E(NG)I-2018/PM1/4 dated 14.11.2019 (RBE No. 194/2019) & Master Circular 31 Para 7.3}

**Speed Test (Shorthand) :-**

Language	Speed	Duration	Transcription Time
English	80 w.p.m.	10 Minutes	50 Minutes
Hindi	80 w.p.m.	10 Minutes	65 Minutes

**Syllabus:**

4. The syllabus of the written examination for this selection is enclosed herewith in Annexure-I.

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**Last Date for Submission of Application:**

5. Last date for submission of application is **22.11.2021**
6. Eligible employees can send their application in the attached format as Annexure-II by **22.11.2021** to participate in the above selection. Incomplete applications will be rejected without any notice and no representation shall be entertained in this regard.
7. In-charges/Controlling Officers are requested to circulate the notification for wide publicity amongst the staff working under their administrative control and on receipt of the application, the same may be sent to the undersigned on or before the cut off date, i.e. **22.11.2021** Applications received after target date will not be entertained. Staff concerned who intend to apply for the subject selection may be advised to keep themselves in readiness to appear in the written examination at a short notice.

**Date of Written Examination:**

8. The date, venue and time of written examination will be intimated separately. Staff concerned is advised to keep themselves in readiness to appear in the written test at a short notice. **However, it is advised to the volunteering staff that there will be no supplementary examination for the absentees in the main examination.**

**Other :**

9. The cut off date for determining the eligibility of staff viz service condition and educational qualification is the date of issue of this office notification i.e. as on 23.10.2021.  
{Authority : Rly. Board L. No. E(NG)I-2005/PM1/52 dated 22.08.2006 (RBE 117/2006)}
10. The employees who will be selected/empanelled and promoted as Stenographer-III in Pay Matrix-4, G.P.-2400 against 25% from the shorthand knowing Clerks/Typists will rank senior to those employees who will be selected/empanelled and promoted as Stenographer-III against 25% Quota of General Selection.
11. The Incharges/Controlling Officer are requested to send the application through proper channel to undersigned **on or before 22.11.2021.**
12. This Notification is also available on MCF/RBL website **<https://mcf.indianrailways.gov.in/>**

DA: As Above.

  
(D. S. Meena) 23.10.21  
Assistant Personnel Officer/Staff  
MCF, Raebareli

**Copy to:-**


1. Secy. To GM/MCF/RBL : for Kind information to GM/MCF/RBL.
2. ALL PHOD/HOD/MCF/RBL.
3. ALL Dy. HOD/MCF/RBL.
4. PS to PCPO/MCF/RBL to upload in the website/Mobile APP of MCF/RBL.  
(**<https://mcf.indianrailways.gov.in/>**).
5. All Notice Board of Main Admin, Mini Admin & Shop Floor.
6. General Secy./SC/ST Association, General Secy./OBC Association/MCF/RBL.
7. CS&WLI, S&WLI/MCF/RBL.



# Syllabus of Stenographer

ANNEXURE-I

1. Organizational Structure at Railway Board, and Modern Coach Factory, Raebareli
2. Different forms of Correspondence-Official Letters, Demi-official Letters, Circular, Memorandum, Endorsement, Notification, Resolution, Press Communique/Note, Advertisement and Notice
3. Dak Management System-Receipt, acknowledgement, registration, and distribution, Types of classified papers, Procedure to handle confidential and secret letter
4. File Management System-Level of disposal & channel of submission, noting, referencing, linking of files, file numbering system, record retention schedule
5. Parliament Questions-procedure for Starred and Unstarred questions
6. MP/MLA/CA-III/VIP References-procedure and time limit for correspondence
7. Establishment & Finance- Leave Rule, Joining Time, Pass Rule, Provision of Laptop, Briefcase Allowance, Cash Imprest, Composite Transfer Grant, Allowances-Travelling Allowance, Transport Allowance, and Additional Post Allowance.
8. The Railway Services (Conduct) Rules, 1966, Minor and Major penalty under The Railway Servants (Discipline & Appeal) Rules, 1968,
9. Right to Information Act, 2005
10. The Official Languages Act, 1963, and The Official Languages (Use for Official Purposes of the Union) Rules 1976

  
13.00.21  
(PCPO)

PROFORMA

To,  
APO/Staff,  
MCF/RBL.

Sub: Application for Appearing in the selection to the post of Stenographer-III, in Pay Matrix Level-4 (G.P.-2400/-) against 25% Promotion quota/25% General Selection Quota.

Ref :- Notification No. E/NG-III/MCF/RBL/Prom./STENO-III/25%GS dated 23.10.2021.

1. Name :
2. Emp. No. :
3. Present Designation /Pay Level :
4. Department :
5. Mobile No. :
6. Date of Birth :
7. D. O. A. & Length of Service in Present Post :
8. Date of appointment in GP 1800/- (L-1) & GP 1900 (L-2) : GP 1800/- ..... GP 1900/- .....
9. Date of Regular appointment in GP 1800/- (L-1) & GP 1900 (L-2) : GP 1800/- ..... GP 1900/- .....
10. Total Length of Regular Service in GP 1800/- (L-1) : \_\_\_\_\_ years \_\_\_\_\_ months \_\_\_\_\_ days
11. Total Length of Regular Service in GP 1900/- (L-2) : \_\_\_\_\_ years \_\_\_\_\_ months \_\_\_\_\_ days
12. Educational/Technical Qualification/Stenography (Attached proof thereof) :
13. Whether the employee belongs (UR/OBC/SC/ST) :
14. Willing to skill test in (English/Hindi) :
15. Applied for (Promotion Quota/ General Selection Quota Or Both) :

I hereby declare that the particulars furnished by me are true and correct to the best of my knowledge. If the above information given by me is found to be wrong, then my candidature is canceled and D&AR action can be taken against me.

Date:

Place:

SIGNATURE OF THE EMPLOYEE

**FORWARDED BY THE CONTROLLING OFFICER**

Date:

Place:

Signature of the forwarding officer  
With designation and date

The details of the service particulars including the educational qualification/service particular have been verified with the Service Records and found correct.

Signature of the Concerned Dealer of P.  
Deptt. With designation and date

Ch.OS/Establishment.

*[Handwritten Signature]*  
23.10.21  
APD Start