

EASTERN RAILWAY  
Sealdah

No.E-22/304A/Stenography. skill test / Pl. I

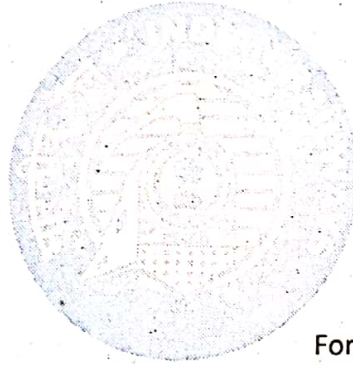
Date:22/04/2024

ALL Concerned

Sub : Procedure for conducting Stenography Skill Test on Personal Computers  
for filling up of post of Stenographers.  
Ref: PCPO/E. Rly' s letter No-E.890/0/Steno/Part. I dated:12/04/2024.

The PCPO/E. Rly 's letter No- E. 890/0/Steno/Part. I dated:12/04/2024.(PCP0's  
Sl.No.37/2024) along with Railway Board's letter No-E(NG)I- 2022/ PM4 /2 (e-3381550)  
dated: 08.04.2024 (RBENo-31/2024) is forwarded for information ,guidance and necessary  
action please.

DA:-As above.



(B. N. Banerjee)

Assistant Personnel Officer-IV.  
For Sr. Divisional personnel Officer.  
Eastern Railway , Sealdah.

*g Singh* 22/4/24

**Eastern Railway**  
**(Personnel Department)**  
17 N. S. Road, Kolkata - 700 001

Serial Circular No. 37/2024

No. E.890/0/Steno/Part.I

Kolkata, Dated: 12/04/2024

**All Concerned**


(as per standard list)

**Sub: Procedure for conducting Stenography Skill Test on Personal Computers for filling up of post of Stenographers.**

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A copy of Ministry of Railways (Railway Board) letter no. E(NG)I-2022/PM4/2 (e-3381550), dated 08/04/2024 (RBE No.31/2024) is circulated herewith for information, guidance and further necessary action. Board's earlier letter dated 10/11/2015 (RBE No.142/2015) mentioned therein was circulated under this office serial no. 171/2015.

DA: As above.

  
(S.K.Chattopadhyay)  
Sr. Personnel Officer/Admin.  
For Pr. Chief Personnel Officer  
Phone No. 24122 (Rly.)  
Email ID: [sandip.chattopadhyay@gov.in](mailto:sandip.chattopadhyay@gov.in)

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**Index No. 1057:** For the purpose of conducting stenography test on personal computer, while 'Back space' key and 'Arrow' key will be made available to the candidates, 'Spell Check facility' will not be available to them.

RBE No.31/2024

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

No. E(NG)I-2022/PM4/2 (e-3381550)

New Delhi, dated 08.04.2024

The General Manager (P),  
All Zonal Railways and PUs etc,  
(As per standard list).

Sub: Procedure for conducting Stenography Skill Test on Personal Computers for filling up of post of Stenographers.

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

Attention is drawn to Board's letter under reference wherein procedure for conducting Stenography Skill test on PCs has been provided. Note (d) below para (ii) of Annexure-I of letter *ibid* dated 10.11.2015 provides that editing Tools and Spell Check facility will not be available to the incumbents.

2. One of the Production Units has asked whether the 'Backspace' key may be disabled during the transcription in Stenography Skill Test. The matter has been examined in consultation with Staff Selection Commission and it has been decided that Note (d) below para (ii) of Annexure-I may be replaced as follows:

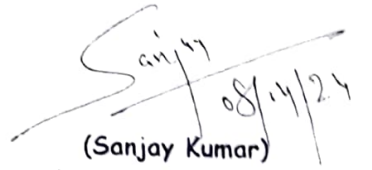
*"Spell Check facility will not be available to the incumbents but 'back space' key to correct any incorrect word and arrow key to reach out to any word within the typed text in the stenography test on personal computer will be made available to the candidates."*

The Hindi version will follow.

Please acknowledge receipt.

This disposes of MCF's letter No.E/NG-III/MCF.RBL/Prom./STENO-III/25% GS(Conf.)/2023 dated 13.09.2023.

Encl: Nil.

  
(Sanjay Kumar)  
Deputy Director Estt.(N)  
Railway Board  
Tele No. 23303658

पाचवा तल, कमरा नं. 536-E(1), रेल भवन, नई दिल्ली-110001, ई-मेल [sanjay.kumar6@gov.in](mailto:sanjay.kumar6@gov.in)  
5<sup>th</sup> Floor, Room No.536-E(1), Rail Bhawan, New Delhi-110001, E-mail [sanjay.kumar6@gov.in](mailto:sanjay.kumar6@gov.in)

No. E(NG)I-2022/PM4/2 (e-3381550)

New Delhi, dated 08.04.2024

Copy forwarded to:-

1. The General Secretary, AIRF, Room No.253, Rail Bhawan, New Delhi (35 copies).
2. The General Secretary, NFIR, Room No.256-E, Rail Bhawan, New Delhi (35 copies).
3. All Members/Departmental Council & National Council & Secretary/Staff Side, National Council, 13-C, Ferozeshah Road, New Delhi (60 spares).
4. The Secretary General, FROA, Room No.256-A, Rail Bhawan, New Delhi (5 spares).
5. The Secretary General, IRPOF, Room No.268, Rail Bhawan, New Delhi (5 spares).
6. The Secretary, RBSS Group 'A' Officers Association, Rail Bhawan, New Delhi.
7. The Secretary, RBSS Group 'B' Officers Association, Rail Bhawan, New Delhi.
8. The Secretary, Railway Board Ministerial Staff Association, Rail Bhawan, New Delhi.
9. The Secretary, Railway Board Group 'D' Employees Association, Rail Bhawan, New Delhi.
10. The Secretary, Railway Board Promotee Officers Association, Room No.341-C, Rail Bhawan, New Delhi.
11. Chief Commissioner of Railway Safety, Lucknow.
12. General Secretary, All India SC&ST Railway Employees Association, Rail Bhawan, New Delhi.

  
for PED(IR)/Railway Board

Advisor/MR, PSs/MoSR(D), MOSR (J), EDPG/MR, OSD/MR, OSD/Coord/MR  
PPSs to Chairman & CEO, M(F), M(Infra), M(T&RS), M(O&BD), Secretary, DG/RHS and  
DG/RPF.

PPSs to AM(Comml.), AM(CE), AM(C&IS), AM(Elec.), AM(Budget), AM(F), AM(Mech.),  
AM(Plg.), AM(Project), AM(PU), AM(Sig.), AM(Stores), AM(Tele), AM(Traffic), AM(Works),  
AM(T&C), AM(Staff), AM(HR), PED(Vig.) and PED(Infra.).

PSs to ED/Safety(M), EDCE(G), ED(E&R), EDE, EDE(N), EDME(W), EDRS(G), EDE(Res.),  
EDE(RRB), EDF(B), ED(RE), ED/Track(M), EDF(X)I, EDF(X)II, ED(H), EDE(GC), ED(Stat),  
ED(Track/MC), EDME(Chg.), EDME(Traction), ED(Works), EDME(Dev.), EDRS(C), EDRS(W),  
EDPC, EDF(E), EDA, EDV(A), JS(G) and IG/RPF.

DPC-II, DE(G), D(IH), D(H&FW), D(MPP), DE(N)II, DE(R), DE(D&A), DE(LL), JD(OL),  
JDE(Rep), JDE(RRB), DD(Code Revision), DDE(LR)I, DDE(LR)II, DDE(LR)III, DDV(A&P),  
DD(OL)I, E(NG)II, E(Rep)I, E(Rep)II, E(Rep)III, E(SCT)I, E(SCT) II, E(RRB), PC-III, PC-  
IV, PC-V, E(P&A)I, E(P&A)II, CE-I, CE-II, CE-III, Sec.(E), Sec.(ABE), E(MPP), Safety  
Branch, A/C-III and Code Revision Cell.

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